## COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 10-2, Readiness. It establishes and describes the Air Force Operational Reporting System (AFOREPS). **PART 1** introduces the general concept of the AFOREPS and covers reporting policies and command reporting responsibilities. **PART 2** deals with Operational Status Reports. It explains the purpose and gives instructions for preparing and submitting these reports. **PART 3** covers Operational Support Monitoring Reports. It explains the purpose and gives instructions for preparing and submitting these reports. Send recommended changes, additions, deletions, or new reports and any conflict or duplication of other reports to HQ USAF/XOOOA, 1480 Air Force Pentagon, Washington, D.C. 20330-1480. Commands should supplement this Air Force Instruction (AFI) instead of repeating instructions in separate directives. Send HQ USAF/XOOOA one copy of directives (to include drafts) that support or implement the AFOREPS. Waiver authority for this instruction is HQ USAF/XOOOA. Ensure that all records created by this AFI are maintained and disposed of IAW AFMAN 37-139, "Records Disposition Schedule."

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**(AETC) AFI 10-206, 30 May 2003, is supplemented as follows:**

**(AETC)** Only paragraph **3.15. (Added)** contains policies and procedures applicable to Air National Guard (ANG) and Air Reserve Command (AFRC) units. Otherwise, this supplement does not apply to ANG and AFRC units.

**(AETC)** Maintain and dispose of records created as a result of processes prescribed in accordance with AFMAN 37-139, *Records Disposition Schedule.* Submit recommendations for changes or improvements to this supplement to HQ AETC/DOXC, 1 F Street, Suite 2, Randolph AFB TX 78150-4325. Also notify HQ AETC/DOXC of omissions or conflicts with other publications.

*SUMMARY OF REVISIONS*

**This document is substantially revised and must be completely reviewed.**

This instruction converts AFMAN 10-206 to AFI 10-206. The OPREP-3 Reports Matrix (**Table 3.3.**) has been streamlined from 14 categories to 8. Changes to the matrix include the deletion of the Network Degradation Report, Aircraft/Missile Production Compression Report, Contingency Fuels Operations Report, and all Manpower and Equipment Force Packaging (MEFPAK) System requirements. Additions to the matrix include reporting requirements for Non-AF Active Duty Death Reports and Bulk Petroleum Contingency Reports (REPOL). The Military Support to Civilian Authorities (MSCA) report has been repositioned from the OPREP-3 system to the Commander's Situation Report (SITREP) system. AFI 10-206 also clarifies the command reporting responsibilities for host installations operating with tenant units assigned to different MAJCOMs. Other Major changes include the following:

1. All Major Commands (MAJCOM) will be addressed on any "Class A Mishap" record copy report.

2. MAJCOM Commanders will report all higher headquarter directed Force Protection Condition (FPCON) changes and Information Operation Condition (INFOCON) changes not directed by Headquarters Air Force (HAF) to the Air Force Operations Center (AFOC).

3. Deleted the requirement for the Aircraft Crash Supplemental Information (**Figure 3.5.**) submission after aircraft crashes (its now part of the Aircraft/Aircrew Loss Report (LOSREP)).

4. Added AFOC and MAJCOM contact numbers and email addresses.

5. Maxwell AFB CP will be addressed on all OPREP-3 BEELINE/PINNACLE reports.

6. Updates the required information in the Aircrew/Aircraft Loss Report (LOSREP).

7. OPREP-3 correction reports will be via follow-up reports or correction OPREP-3 reports of the same type as the original in order to add to, delete from, replace, or cancel the previously transmitted OPREP-3 message. (CJCSM 6120.05)

**(AETC) This publication has been substantially revised and must be completely reviewed.**

**(AETC)** It clarifies responsibilities for host command post (CP) with tenant units assigned (paragraph **1.3.2.1. (Added)**); adds Air Force Recruiting Service (AFRS) reporting procedures during normal and after duty hours (paragraph **1.3.7.2. (Added)**); clarifies Randolph Command Center (RCC) responsibilities to include tracking open operational reports (OPREP) (paragraph **1.3.9. (Added)**); provides examples for initial, corrected, final, and exercise OPREPs (paragraph **1.3.9.4. (Added)**) and amplification (AMPN) and narrative (NARR) formats (**Figure 3.6. (Added)**); adds HOMELINE reporting criteria for military support to civil authorities (MSCA) (paragraph **3.3.13.12. (Added)**); and updates reporting matrix to include MSCA reporting (**Table 3.5. (Added)**).

# PART 1

## GENERAL CONCEPTS, POLICIES, AND RESPONSIBILITIES

## Chapter 1

### INTRODUCTION TO AIR FORCE OPERATIONAL REPORTING SYSTEM (AFOREPS)

**1.1. Concept of the AFOREPS.** The set of reports that make up the AFOREPS provide HQ USAF and intermediate commands the information necessary for timely operational decisions. Major commands (MAJCOM) will integrate their reporting systems into AFOREPS, thereby allowing easy lateral and vertical transfer of information.

**1.2. Reporting Instructions and Principles.** The following instructions and principles apply to the AFOREPS:

1.2.1. AFOREPS reports draw information from numerous sources (e.g., personnel, materiel, equipment status, operations and logistics planning, situation monitoring, and intelligence) and give decision makers a concise picture of events. The main criterion for inclusion in the AFOREPS system is essential information for command and control of aerospace forces.

1.2.2. Commands with both an Air Force and a joint or combined reporting requirement (e.g., air component commands) will use the AFOREPS and address both chains.

1.2.3. Annually, MAJCOMs will review new requirements to determine operational necessity.

**1.3. Command Reporting Responsibilities.** To identify and streamline host-tenant responsibilities, host units will establish host-tenant agreements that meet the needs of both organizations. Commanders are responsible for timely and accurate reporting for all events/incidents that meet CJCS reporting criteria (PINNACLEs), CSAF reporting criteria (BEELINEs), and MAJCOM/CC reporting criteria (HOME-LINEs) for all assigned or attached units, as well as units staging through their command. The agreement will establish procedures to ensure the installation commander is made aware of all events/incidents occurring on or affecting their installation. Agreements must adhere to the following stipulations at a minimum.

1.3.1. Ensure established procedures do not delay the submission of OPREP-3 reports.

1.3.2. Outline specific OPREP-3 responsibilities of host and tenant command posts/units, i.e., 1C3s functioning as a command post entity such as AMCCs, (including who will submit the reports), with emphasis on timely and accurate report submission.

1.3.2.1. (Added-AETC) The host command post (CP) is responsible for training other base agencies (such as security forces, flying or maintenance squadrons, etc.), tenant units (such as numbered Air Forces, MAJCOMs, etc.), unit commanders, and geographically separated units (GSU) located on an installation without a host CP on all OPREP-3 reporting requirements.

1.3.2.2. (Added-AETC) Procedures will be established in a local supplement (or comparable publication) to ensure Air Force Operational Reporting System (AFOREPS) inputs are promptly submitted to the CP for up-channel reporting. Task local sources (for example, operations group,

safety, security forces, public affairs, surgeon general) to provide timely and accurate information to the CP.

1.3.3. **Installations Operating Under a Single MAJCOM:** If the installation has one or more tenant(s) but only one command post, the host unit will establish the agreement, and the command post will submit all OPREP-3 reports. The commander or authorized delegate operating the command post submitting the report will approve OPREP-3 reports prior to submission.

1.3.4. **Installations Operating with Multiple MAJCOMs:** Tenant commanders assigned to a different MAJCOM than the host unit, have the sole responsibility to report an event/incident affecting their assets that meet OPREP-3 reporting criteria. The unit commander or authorized delegate submitting the report will have approval/release authority for all OPREP-3 reports affecting his/her assets.

1.3.4.1. If the host command post submits OPREP-3s for the tenant, the host unit will not interfere with, alter, or delay the tenant unit's report.

1.3.5. Ensure OPREP-3 reports have all required addresses, including the affected (host or tenant) MAJCOM command center, and affected units and MAJCOMs.

1.3.5.1. (Added-AETC) Include Headquarters, Air Mobility Command (HQ AMC), as an INFO addressee on all OPREP-3 reportable incidents involving airlift-type aircraft (C-130, C-141, C-5, C-9, C-21, C-17, KC-135, etc.).

1.3.5.2. (Added-AETC) The CP will ensure a copy of each tenant unit's MAJCOM supplement to the basic AFI is maintained in the CP. A tenant MAJCOM supplement or other MAJCOM supplement will be used if the incident does not meet Air Force or AETC reporting criteria. OPREPs will be formatted, using AETC guidance with the other MAJCOM's rule number.

1.3.6. Provide copies of the agreement to the host and tenant MAJCOMs, IAW MAJCOM procedures. MAJCOMs will maintain a current copy of the agreement on file.

1.3.6. (AETC) A host-tenant agreement will be established between tenant units and the host CP, listing all services to be provided. The host CP will maintain a current copy of the agreement, and a copy of the agreement will be sent to HQ AETC/DOXC. The agreement will be updated as needed.

1.3.7. MAJCOMs, direct reporting units (DRUs), field operating agencies (FOAs), Air Force Reserve Command (AFRC), and Air National Guard Readiness Center (ANGRC) personnel will develop instructions to ensure timely and accurate OPREP-3 reporting.

1.3.7.1. Geographically Separated Units (GSUs) that do not fit under any of the above criteria will comply with parent MAJCOM guidance IAW this instruction.

1.3.7.1. (AETC) An AETC GSU without a CP will notify the RCC of any possible OPREP incidents.

1.3.7.2. (Added-AETC) The following applies to Air Force Recruiting Service (AFRS) groups and squadrons:

1.3.7.2.1. (Added-AETC) During normal duty hours, AFRS groups and squadrons will submit a report promptly and accurately via the quickest method (fax, telephone, or e-mail) to AFRS/RSXXM. Incidents or events occurring at squadron level should be reported simultaneously to the group and AFRS/RSXXM. On receipt of a report from a squadron or group, AFRS/RSXXM will review the information and determine if, in accordance with Air Force and

AETC guidelines, an OPREP is required. If it is not clear that an OPREP is required, AFRS/ RSXXM will contact the Randolph Command Center (RCC) to determine if an OPREP is required. If so, AFRS/RSXXM will prepare the OPREP, obtain the signature of the AFRS Commander or Vice Commander, and forward the OPREP to RCC with an e-mail to HQ AETC/DOXC, Air Force Office of Special Investigation (AFOSI), HQ AETC/SF, and other internal offices that may be affected.

1.3.7.2.2. (Added-AETC)  After normal duty hours, AFRS groups and squadrons will submit OPREPs promptly and accurately via the quickest method (fax or telephone) to the RCC. In turn, the RCC will contact the AFRS Commander or Vice Commander, who will inform AFRS/RSXXM. AFRS groups and squadrons will follow up with AFRS/RSXXM the next duty day.

1.3.8.  Air component commanders of unified commands and/or JTFs will ensure compliance through their air component command centers and de-conflict with unified/JTF command directives.

1.3.9. (Added-AETC)  The RCC will:

1.3.9.1. (Added-AETC)  Process OPREPs for HQ AETC and assign a headquarters tracking number to AETC CP OPREP submissions.

1.3.9.2. (Added-AETC)  Brief applicable HQ AETC staff on all reports. As a minimum, notify HQ AETC/CCE or HQ AETC/CVE regarding all OPREPs. Defer notification on HOMELINE reports after duty hours unless the event or incident involves officer misconduct, serious injuries, adverse publicity, environmental impact, or a serious aircraft accident or incident <u>or</u> in accordance with the OPREP notification matrix.

1.3.9.3. (Added-AETC)  Help units determine reporting criteria.

1.3.9.4. (Added-AETC)  Develop procedures to ensure *initial* OPREP-3 HOMELINE, BEELINE, and PINNACLE reports are monitored until the *final* report has been submitted.

1.3.9.5. (Added-AETC)  Appoint a primary and alternate NCOIC, Operational Reports. Provide a copy of the appointment memorandum to HQ AETC/DOXC. The RCC Operational Reports Section will provide AETC CPs with a monthly summary to include errors and open OPREPs.

1.3.10. (Added-AETC)  HQ AETC/DOXC will:

1.3.10.1. (Added-AETC)  Monitor joint reporting structure (JRS) and AFOREPS to ensure reporting requirements are accurately reflected in this supplement.

1.3.10.2. (Added-AETC)  Determine the appropriate OPR for report content; for example: DO and SE for aircraft incidents, SF for criminal activity, and DP for personnel issues. See paragraph **3.3.13.1. (Added)** for information about incident events and reporting criteria (including a list of HOMELINE OPR and OCRs). When in doubt, contact HQ AETC/DOXC for guidance.

1.3.10.3. (Added-AETC)  Review established AETC OPREPs and operational criteria and revise requirements as necessary.

1.3.10.4. (Added-AETC)  Function as the single point of contact (POC) between the RCC and AETC staff.

1.3.11. (Added-AETC)  The overall OPR for this supplement is HQ AETC/DOXC. Send clarification requests via HQ AETC/DOXC Defense Messaging System (DMS) or via e-mail to HQ AETC/DOXC

as an alternate means. HQ AETC/DOXC will query the appropriate division for clarification and provide a response as soon as possible.

1.3.12. (Added-AETC)  AETC units supporting or hosting North American Aerospace Defense Command (NORAD) alert commitments will comply with appropriate NORAD requirements. Units will up-channel NORAD-unique reports through the appropriate air defense sectors and satisfy all other reporting requirements in accordance with the basic AFI and this supplement.

**1.4. Authority and References:**

1.4.1.   Authority. This instruction includes the requirements of the various documents of the Joint Reporting System. Air Force units will use AFI 10-206 as the primary source for reporting instructions. Later chapters identify reference materials for specific reports.

1.4.2.   Emergency Status Codes (ESC). These codes serve as a guide for reporting under emergency and crisis conditions. Each chapter reflects the ESC required for each type report. AFI 33-324, The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections (formerly AFI 37-124) prescribes ESC.

1.4.2.1.  Status Code "D" indicates: Immediately discontinue reporting data requirements during emergency conditions.

1.4.2.2.  Status Code "C1" indicates: Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates.

1.4.2.3.  Status Code "C2" indicates: Continue reporting during emergency conditions, normal priority. Submit data requirements in this category as prescribed or by any means to ensure arrival on the established due dates.

1.4.2.4.  Status Code "C3" indicates: Continue reporting during emergency conditions, delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by non-electronic means, if possible.

1.4.3.  **Chapter 5** of this instruction is exempt from report licensing as defined in AFI 33-324. The HQ USAF Report Control Symbol (RCS) follows the title of each type report.

## Chapter 2

## GENERAL REPORTING INSTRUCTIONS

**2.1.  Security Classification and Downgrading Instructions.** AFI 31-401, *Information Security Program Management* provides security classification and downgrading instructions.

2.1.1.  Classify reports indicating unit combat readiness status according to AFI 10-201, *Status of Resources and Training System (SORTS).*

2.1.2.  Classify OPREP-3 reports containing:

2.1.2.1.  Information on a combat loss or damage or discussing combat mission results a minimum of SECRET.

2.1.2.2.  A complete inventory of nuclear weapons of one or more units a minimum of SECRET.

2.1.2.3.  Information on the deployment of combat aircraft, units, or personnel according to the appropriate deployment plans.

2.1.2.4.  Unit names and locations associated with a plan according to security instructions.

2.1.2.5.  Event/incidents involving nuclear weapons.

2.1.2.6.  Events/incidents of confirmed or suspected compromise of classified information.

2.1.2.7.  Information of a unit's total mission impairment.

2.1.3. (Added-AETC)  Classified DMS reports and messages will contain the classification (DECL) set as the last set of the message text. Classified DMS reports and messages will contain classification markings and downgrading instructions in accordance with Chapter 5 of DoD 5200.1-R, Information Security Program.

2.1.4. (Added-AETC)  The classification line on DMS reports is the first line following the report addressees. The classification on all DMS reports (except UNCLASSIFIED, which may be abbreviated UNCLAS) will be double-spaced; for example, S E C R E T or UNCLAS. For proper message format, refer to AFPAM 10-709, Volume 1. *NOTE:* This pamphlet is available on the *United States Message Text Format (USMTF) User Formats CD-ROM 2003 Baseline* at the following Web site: **http://usmtf.disa.mil/**. Classification markings for DMS message processing will be in accordance with AFI 33-119, *Electronic Mail (E-Mail) Management and Use.*

**2.2.  Transmitting Reports During Combat or Combat Related Operations** . When combat or combat-related operational requirements make speed of delivery paramount, military commanders may modify transmission of classified information as necessary to meet local conditions. (When so doing, commanders will cite in the message "CJCSM 3150.03A, Enclosure A, paragraph 4a," as the authority.)

**2.3.  Flagword JOPREP JIFFY** . The flagword JOPREP JIFFY identifies electrically transmitted command post-to-command post messages and operational reports, and notifies communications centers to route a message directly to the command and control facility. The flagword does not indicate a precedence for transmission within communications channels.

**2.4.  Operating in a Degraded Communications Environment** . HQ USAF and MAJCOMs may suspend the submission of selected reports. MAJCOMs will advise HQ USAF immediately of any suspended AFOREPS reports.

**2.5.  Report Formats.** Prepare record copy reports using the specific formats and content information available in AFPAM 10-709 V1CD (formerly AFP 102-2, volume I), and as supplemented by this instruction. When AFPAM 10-709 V1CD, does not contain a specific format for the record copy report, use the General Administration (GENADMIN) format with the report's name as the SUBJECT.

**2.5. (AETC)  Report Formats.** Special reporting instructions are as follows:

2.5.1. (Added-AETC)  All reports prescribed by this supplement (both voice and record copy) will comply with the AFPAM 10-709, Volume 1 (CD-ROM). When this pamphlet does not contain a specific format for the record-copy report, use the general administration (GENADMIN) format with the report's name as the subject.

2.5.2. (Added-AETC)  The GENADMIN, request for information (RI), and response to request for information (RRI) message formats will be used for routine messages.

2.5.3. (Added-AETC)  All report and message times will be in Greenwich Mean (ZULU) time and will reflect the alphabetic "Z" as the last character of the date-time group (DTG). All DTGs will use the "DDHHMMZ MON YY" DTG format; for example, 280747Z JAN 02.

2.5.4. (Added-AETC)  All reports will be submitted in all capital letters, using a 10- or 12-point Times New Roman font. (Refer to AFPAM 10-709, Volume 1 [CD-ROM], to determine which characters are authorized for use in the report.)

**2.6.  Correction of Reports.** A message originator must use a Follow-up or Correction OPREP-3 of the same type as the original in order to add to, delete from, replace, or cancel the previously transmitted OPREP-3 message.

## PART 2

## OPERATIONAL STATUS REPORTS

### Chapter 3

### EVENT/INCIDENT REPORT (OPREP-3)(RCS: HAF-XOO(AR)7118)

**3.1.  Subject and Purpose.** OPREP-3 reports use command post channels to immediately notify commanders of any event or incident, which may attract international, national, US Air Force, or significant news media interest. Submit the applicable OPREP-3 regardless of whether or not the event is being reported through other channels. OPREP-3 reports do not replace the requirement for more detailed reports such as the Aircrew/Aircraft Loss Report (LOSREP), the Commander's Situation Report (SITREP), and accident or incident investigation reports. Submitting an OPREP-3 report neither changes, nor substitutes for any report required by other directives.

**3.2.  Reference Materials.** Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3150.03A.

**3.3.  Report Categories.** OPREP-3 reports categorize events or incidents according to their nature. Flagwords associated with each category aid prompt transmission, processing, and distribution of the reports by alerting people to their importance. The following flagword reports make up the OPREP-3 system.

   3.3.1.  **PINNACLE (OPREP-3P).** Used to report information to the SECDEF, National Military Command Center (NMCC), all combatant commanders, and appropriate commanders on any incident or event of national level interest which does not require notification using other OPREP-3 reports. This report is not restricted to operational information and covers a wide range of occurrences with actual or potential international repercussions or which could seriously change current operations. Consider an event or incident reportable if it:

      3.3.1.1.  Generates a higher level of military action.

      3.3.1.2.  Causes a national reaction.

      3.3.1.3.  Affects international relationships.

      3.3.1.4.  Causes immediate widespread coverage in news media.

      3.3.1.5.  Is clearly against national interest.

      3.3.1.6.  Affects current national policy.

   3.3.2.  **PINNACLE NUCFLASH (OPREP-3PNF).** Used to report situations that create a risk of outbreak of nuclear war. This report has the highest precedence in the OPREP-3 reporting structure. Report any of the following:

      3.3.2.1.  Accidental, unauthorized, or unexplained nuclear detonation or possible detonation.

      3.3.2.2.  Accidental or unauthorized launch of a nuclear-armed or nuclear-capable missile in the direction of or having the capability to reach another nuclear-capable country.

3.3.2.3.  Unauthorized flight of or deviation from an approved flight plan by a nuclear armed or nuclear-capable aircraft with the capability to penetrate the airspace of another nuclear-capable country.

3.3.2.4.  Detection of unidentified objects by a missile warning system or interference (experienced by such a system or related communications) that appears threatening and could create a risk of nuclear war.

3.3.3.  **PINNACLE FRONT BURNER (OPREP-3PFB).** Used to report any attack, harassment, or hostile act against US forces.

3.3.4.  **PINNACLE BROKEN ARROW (OPREP-3PBA).** Used to report an accidental event involving US nuclear weapons that result in any of the following, but does not create the risk of nuclear war:

3.3.4.1.  Nuclear detonation.

3.3.4.2.  Non-nuclear detonation or burning of a nuclear weapon.

3.3.4.3.  Radioactive contamination.

3.3.4.4.  Jettisoning of a nuclear weapon.

3.3.4.5.  Public hazard, actual or implied.

3.3.5.  **PINNACLE EMPTY QUIVER (OPREP-3PEQ).** Used to report the seizure, theft, or loss of a nuclear weapon.

3.3.6.  **PINNACLE EMERGENCY DISABLEMENT (OPREP-3PED).** Used to report operations involving the command disablement or nonviolent disablement of a nuclear weapon.

3.3.7.  **PINNACLE EMERGENCY EVACUATION (OPREP-3PEV).** Used to report operations involving the emergency evacuation of nuclear weapons.

3.3.8.  **PINNACLE COMMAND ASSESSMENT (OPREP-3PCA).** Used to report combat command assessment of a developing or potential crisis situation.

3.3.9.  **PINNACLE LERTCON STATUS OF ACTION (OPREP-3PLSOA).** Used to immediately notify the NMCC of Combatant Commander's actions relative to the alert condition of their forces.

3.3.10.  **BENT SPEAR (OPREP-3BS).** Used to report incidents involving nuclear weapons that are of significant interest but are not categorized as PINNACLE NUCFLASH or PINNACLE BROKEN ARROW to the appropriate Service headquarters.

3.3.11.  **FADED GIANT (OPREP-3FG).** Used to report nuclear reactor or radiological accidents or incidents to the appropriate Service headquarters.

3.3.12.  **BEELINE (OPREP-3B).** Used to report any event/incident that requires Air Force-level interest, but not requiring PINNACLE OPREP-3 reports. Although the report normally remains within US Air Force channels, commanders may add other addressees, as appropriate to avoid duplicate reporting. HQ USAF may make BEELINE information available to agencies outside the Air Force (e.g., NMCC, State Department) based on the situation.

3.3.13.  **HOMELINE (OPREP-3H).** Used to report incidents or events, which do not meet Air Force-level criteria, but are of interest to the MAJCOM. Although these reports are not addressed to HQ Air Force, they are part of the AFOREPS program and will use the same basic format. MAJCOMs

determine specific reporting requirements and procedures for the HOMELINE report. ANG units report HOMELINE-level information to ANG Operations Center, unless federalized or mobilized.

3.3.13. (AETC)  The HOMELINE report will be used to notify the AETC Commander and headquarters staff agencies of events and incidents that affect AETC or involve AETC resources, but do not meet higher level OPREP-3 submission. See paragraphs **3.3.13.1. (Added)** through **3.3.13.12.9. (Added)** and **Table 3.5. (Added)** for further requirements and responsibilities for OPREP-3 HOME-LINE reporting. *NOTE:* Reporting requirements in this supplement will comply with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*

3.3.13.1. (Added-AETC)  Objective criteria for determining whether an event or incident is reportable as an OPREP-3 HOMELINE is provided in **Table 3.5. (Added)**. A commander should not, however, restrict reporting to these categories. Any event or incident that is significant and, in the judgment of the commander, warrants HQ AETC interest, should be up-channeled as an OPREP-3 HOMELINE.

3.3.13.2. (Added-AETC)  If the RCC subsequently determines a HOMELINE report merits Chief of Staff of the Air Force (CSAF), Joint Chiefs of Staff (JCS), or lateral-command interest, it will relay the report by voice to the appropriate command levels. The unit will then be notified to upgrade its report and add all newly pertinent addressees. Any further or followup reporting (both voice and record copy) will reflect the new category.

3.3.13.3. (Added-AETC)  Unless noted otherwise, OPREP-3 HOMELINE formatting, numbering, and reporting procedures will be in accordance with AFPAM 10-709, Volume 1 (CD).

3.3.13.4. (Added-AETC)  AETC units will submit a brief voice report to the RCC via a telephone conference. Initiate an initial voice report within 15 minutes after the CP receives notification of an incident. On AETC Form 706, **Command Post Checklist,** use the title OPREP-3 VOICE TEMPLATE and, as a minimum, include a rule number, serial number, type of incident, brief summary, and DTG of the incident. See the sample format in **Attachment 2 (Added)** of this supplement.

3.3.13.5. (Added-AETC)  DMS reports will be sent from the CP organizational mailbox, not from a personal one. The subject area will include the type of report, rule number, unit, DTG, and classification; for example, HOMELINE Engine Failure, Rule 02, 82 TRW, 031800Z JAN 03 (U).

3.3.13.6. (Added-AETC)  Prepare record-copy OPREP-3 HOMELINE reports in United States message text format (USMTF) and submit them via DMS no later than 1 hour after the initial voice report. (See USMTF examples in **Figure 3.6. (Added)**.) Ensure the report is clear, comprehensive, and generally answers the questions in subparagraphs **3.3.13.6.1. (Added)** through **3.3.13.6.5. (Added)**.

3.3.13.6.1. (Added-AETC)  Who? Indicate the grade, age, marital status, number of dependents, unit of assignment, and status (student, permanent party, TDY).

3.3.13.6.2. (Added-AETC)  What? Clearly state what happened and what military activities are affected. Include other pertinent factors such as weather, casualties, and expected mission or news media impact.

3.3.13.6.3. (Added-AETC)  When? Give a specific or approximate time or time period in ZULU time.

3.3.13.6.4. (Added-AETC)  Why? Include causes, if available.

3.3.13.6.5. (Added-AETC)  Where? Give location of incident (on or off base, building number or address) and include activities housed or conducted in the building.

3.3.13.7. (Added-AETC)  Submit voice reports through the appropriate chain of command, but go directly to the RCC if you cannot contact your chain of command. Nineteenth Air Force (19 AF) units will report directly to the RCC; Second Air Force units (2 AF) units will report through the Keesler CP; and Air University (AU) subordinate units will report through the Maxwell CP.

3.3.13.8. (Added-AETC)  AETC HOMELINE reports may be selectively or collectively suspended when directed by the AETC Commander or crisis action team (CAT) director. The RCC will immediately notify Air Force Operations Center (AFOC) of any suspended AFOREPS.

3.3.13.9. (Added-AETC)  The RCC may suspend voice HOMELINE reporting and direct DMS reporting during saturation periods. In such cases, DMS reports must be submitted no later than 1 hour after the CP receives notification of the event.

3.3.13.10. (Added-AETC)  Use active duty Air Force personnel criteria to report events involving sister service personnel, international military personnel, or their dependents.

3.3.13.11. (Added-AETC)  **Table 3.5. (Added)** lists some of the situations recommended for AETC HOMELINE reporting. However, this list is not all-inclusive. The installation commander is always the final reporting authority. Ensure HQ AETC/DOXC and RCC DMS addresses are included as action addressees on all AETC OPREPs (HOMELINE, BEELINE, and PINNACLE).

3.3.13.12. (Added-AETC)  Whether or not an agreement has been established, include the following when commanders provide MSCA:

3.3.13.12.1. (Added-AETC)  Narrative statement on the type of disaster or emergency, location, cause, extent of damage to civil and military property, and estimated duration of military participation in relief operations.

3.3.13.12.2. (Added-AETC)  Appropriate Air Force or Federal Emergency Management Agency (FEMA) mission designators.

3.3.13.12.3. (Added-AETC)  Installation commander's assessment of the situation's priority.

3.3.13.12.4. (Added-AETC)  Source and date/time of the civil authority's request for military assistance. Show full names, official titles, and phone numbers and e-mail addresses.

3.3.13.12.5. (Added-AETC)  Number of dead, injured, and/or missing military and DoD civilian personnel.

3.3.13.12.6. (Added-AETC)  Air Force resources committed to disaster and emergency relief operations (not including aircraft) to include the following:

3.3.13.12.6.1. (Added-AETC)  Chronological narrative summary from the unit log to describe types of support and resources committed.

3.3.13.12.6.2. (Added-AETC)  Peak number of Air Force personnel (military and civilian) employed in relief operations.

3.3.13.12.6.3. (Added-AETC)  Amount and types of equipment used in relief operations.

3.3.13.12.6.4. (Added-AETC)  Amount and types of supplies used in relief operations.

3.3.13.12.6.5. (Added-AETC) Name, grade, telephone and fax numbers, and e-mail address of unit POC.

*NOTE:* This information will only be provided to HQ AETC and AFNSEP (and only when requested).

3.3.13.12.6.6. (Added-AETC) Whether Air Force public affairs personnel are assisting media.

3.3.13.12.7. (Added-AETC) Air Force aircraft operations (Active, Reserve, and Guard), as follows:

3.3.13.12.7.1. (Added-AETC) Type of missions, number and types of aircraft flown to include number of sorties and hours flown, and daily and cumulative totals.

3.3.13.12.7.2. (Added-AETC) Total airlifted passengers, military and civilian, including Air Force specialty codes (AFSC) and military occupational specialties (MOS).

3.3.13.12.7.3. (Added-AETC) Total cargo by type and weight, including number of cargo types.

3.3.13.12.8. (Added-AETC) Air Force aircraft operations (Civil Air Patrol [CAP]), as follows:

3.3.13.12.8.1. (Added-AETC) Types of missions and number and types of aircraft flown to include number of sorties to include hours flown. Include daily and cumulative totals.

3.3.13.12.8.2. (Added-AETC) Total airlifted passengers, military and civilian, including AFSCs and MOSs.

3.3.13.12.8.3. (Added-AETC) Total cargo by type and weight, including number of cargo types.

3.3.13.12.8.4. (Added-AETC) Number of CAP fixed communications stations committed.

3.3.13.12.8.5. (Added-AETC) Other CAP equipment committed by type and amount.

3.3.13.12.9. (Added-AETC) All MSCA HOMELINE OPREPs will be addressed to the RCC, Air Force National Security Emergency Preparedness (AFNSEP), Air Combat Command (ACC) CAT (Langley AFB), and 1 AF AOC/DO (Tyndall AFB).

3.3.14. **OPREP-3 CRESCENT EDGE (OPREP-3CE).** Used to immediately notify program managers at the Joint Staff, Air Force, or MAJCOM level of significant activities involving Special Access Programs (SAPs) operating under the auspices of AFI 16-701. Affected unit command posts will submit voice reports through normal command post channels. The flagwords HOMELINE, BEE-LINE, and PINNACLE are used to reference the level of the program manager to be contacted. If the program manager is at the Air Force level the AFOC will notify the program manager. MAJCOMs will establish procedures for contacting program managers at and below the MAJCOM level.

3.3.14.1. The CRESCENT EDGE Report allows units operating SAPs to use the operational reporting channel to advise their program managers of events or incidents that meet OPREP-3 reporting criteria. The CRESCENT EDGE Report is the single reporting channel for all SAP units reporting incidents to higher headquarters. Crescent Edge Reports will be forwarded through command post channels to MAJCOM Command Centers, the AFOC, or the NMCC as required depending on the program manager level. Refer to **Figure 3.1.** to view a sample voice report.

3.3.14.2.  The unit with the SAP, not the command post, initiates CRESCENT EDGE reports. The initiating unit will notify the command post that they have a CRESCENT EDGE report to be submitted. No program names or incident details will be included, and command post personnel will not press for details. The command post will assign a report number and send the report up the chain to the appropriate level. After report submission, no other action is required by the command post.

3.3.14.3.  Only the following information will be included in the report:

   3.3.14.3.1.  The time the unit initiated the report.

   3.3.14.3.2.  The name, phone number, and office symbol of the person at the unit initiating the report.

   3.3.14.3.3.  The name, phone number, and office symbol of the program manager at the appropriate higher headquarters.

3.3.14.4.  A CRESCENT EDGE Report will be submitted when an event/incident involving a SAP has been determined, by an authorized individual from the SAP unit, that higher-level awareness is warranted.

   3.3.14.4.1.  It is the reporting unit's responsibility, not the command post's or wing commander's, to determine the level the report will be submitted, and to provide all the information to be reported IAW paragraph **3.3.14.3.** above.

   3.3.14.4.2.  The parent MAJCOM, the AFOC, or the NMCC (as deemed applicable) are the only addressees permitted on record copy CRESCENT EDGE reports. If report goes to the AFOC or NMCC, MAJCOM and the AFOC will be addressed.

   3.3.14.4.3.  The CRESCENT EDGE voice and record copy reports will be sent via normal reporting channels using FLASH or IMMEDIATE precedence. This report is unclassified; however, record copy reports will be transmitted Encrypt for Transmission Only (EFTO).

3.3.15.  **EXERCISE WHITE PINNACLE--OPREP-3 WHITE PINNACLE (OPREP-3WP).** OPREP-3WP is an unclassified exercise flagword used in exercise messages that contain simulated, time-critical information from operating forces to the NMCC. This exercise is used to measure the timeliness of the OPREP-3 PINNACLE report. Command Center Operations Division (CCOD), Operations, Training, and Exercise (OT&E) Branch, J-33, will recommend to unified commands via message the number of exercises to be conducted within the assigned period. Unified commands will designate the units to receive the exercise message and will select specific exercise start times. Detailed guidance is governed by CJCSM 3150.03A (Joint Reporting Structure Event and Incident Reports). This exercise is used by the NMCC and combatant commanders to exercise the timeliness of OPREP-3 PINNACLE reports. Only unified commands, units subordinate to unified commands, and the NMCC participate in this exercise.

**3.4.  Command Responsibilities** . Due to the time sensitivity of OPREP-3 information, report each event/incident as promptly and accurately as possible. If there is doubt, report it. Units at all levels will develop procedures to quickly obtain and report the key elements of an OPREP-3 report. Since installations normally host units assigned to different MAJCOMs, notification and coordination procedures between units must be agreed upon, and the host, tenant, and applicable MAJCOMs have a MOA on file

(IAW para **1.3.**). Commanders should ensure all agencies under their command receive OPREP-3 training at least quarterly.

3.4.1.  Command posts will thoroughly brief commanders on all reporting criteria and procedures outlined in this instruction. Prior to the command post submission, the commander or designated alternate will review all OPREP-3s in a timely manner. The command post is responsible for providing commanders the necessary information to facilitate an informed decision and timely OPREP-3 voice and record-copy submissions IAW this instruction (para. **3.5.1.** and **3.5.2.**) and CJCSM 3150.03A (Enclosure A, para 3).

3.4.2. (Added-AETC)  The CP chief is responsible for the training of CP controllers (initial, recurring, and refresher), and affected commanders on the operational reporting requirements in the basic AFI and this supplement. The CP chief will coordinate OPREP-3 reporting requirements and criteria with base agencies to ensure all events and incidents are promptly brought to the CP's attention. The fact that an OPREP-3 reportable event or incident has been or will be reported via other channels does not eliminate the requirement for an OPREP-3. CPs will not enter into agreements with lateral agencies or MAJCOMs that dictate reporting criteria in violation of the basic AFI, this supplement, USMTF procedures, or CJCSM 3150.03A, *Joint Reporting Structure Event and Incident Reports.*

3.4.3. (Added-AETC)  Wing and unit commanders will be trained semiannually. This training may be conducted as an e-mail presentation. It will be documented on an approved locally generated form or e-mail read receipt and maintained in an operational reports book for the duration of the commander's assignment.

**3.5.  Report Submission.** The closest command post to the location where an event/incident has occurred having knowledge of that event/incident will submit the OPREP-3 reports. When necessary, the AFOC may request, through the MAJCOM, that a unit report an event/incident because that unit is located closest to where the event/incident occurred.

**3.5. (AETC)  Report Submission.** The first CP who receives notification of a reportable event must report it. Local supplements will include tenant requirements to ensure all events are submitted to the host CP.

3.5.1.  Voice Reports: Air Force units will submit voice reports to the appropriate MAJCOM command center via telephone conference. IAW CJCSM 3150.03A, OPREP-3 voice reports will be submitted as soon as possible after an event or incident has occurred using FLASH or IMMEDIATE precedence. The goal is to initiate initial voice reports within 15 minutes of an event or incident. Due to the extremely time sensitive nature of the PINNACLE NUCFLASH report, transmit these voice reports within 5 minutes of the incident.

3.5.1. (AETC)  AETC CPs will go through their chain of command to the RCC for a telephone patch to AFOC. Detached AETC organizations will submit reports by telephone through their chain of command to the RCC, reporting directly to the RCC if problems are encountered. The RCC will notify the headquarters of the unit (and, if appropriate, AFOC). Units will ensure AFOC is notified for all BEE-LINE and PINNACLE reports. Units will ensure the National Military Command Center (NMCC) is notified for all PINNACLE reports if the RCC cannot be reached.

3.5.1.1.  Normal conferencing procedures for BEELINE and Service-level reports (Bent Spear and Faded Giant) will be unit-to-MAJCOM-to-AFOC. Procedures for PINNACLE reports will be unit-to-MAJCOM-to-AFOC-to-NMCC. Because the audible quality of some conferencing sys-

tems is degraded with each added conferee, for PINNACLE reports the AFOC will conference in the NMCC. MAJCOMs or lower echelons may add additional conferees to conferences as appropriate. Regardless, ensure the AFOC is the last conferee added to the conference. When reporting on any asset assigned to a MAJCOM other than that of the reporting unit, ensure the MAJCOM command center owning the asset is included in the voice conference and addressed on the record copy report. MAJCOM command centers will screen HOMELINE reports for possible BEELINE criteria. The AFOC will screen BEELINE reports for possible PINNACLE criteria. When in doubt, consult the appropriate MAJCOM or the AFOC through the MAJCOM.

3.5.1.1. (AETC)  The RCC will ensure voice reports are relayed to affected lateral MAJCOMs. Include all affected organizations as addressees on record-copy reports.

3.5.1.2.  Units submitting the OPREP-3 PINNACLE or BEELINE voice report will provide the MAJCOM and the AFOC the rule number and subject of the event/incident being reported. Providing the AFOC with the rule number allows preliminary checklist steps to be accomplished prior to the unit beginning its voice report. After completion of voice reports, the AFOC will give the current time in Zulu as the reference time for record-copy BEELINE reports and their initials. For PINNACLE reports, the AFOC will remind units of CJCSM 3150.03A reporting criteria (see para. **3.5.2.** below).

3.5.1.3.  If MAJCOM or NAF command centers are unable to establish a teleconference or the unit is reporting a classified report and individual phone calls must be made in lieu of a teleconference, the unit will call the AFOC first. The AFOC will attempt to patch the appropriate MAJCOM command center(s) and the NMCC (if applicable) into the conference.

3.5.1.4.  For PINNACLE and BEELINE Reports: **Do not delay the initial voice report** by preparing the record copy report prior to voicing the report.

3.5.1.5.  For nuclear related reports (PINNACLEs), intermediate command centers will be conferenced if time permits and only if it does not cause a delay in immediately voicing these reports to the NMCC. For direct contact to the NMCC, use DSN 223-8196 for the Senior Operations Officer (SOO (primary)) or DSN 227-6340 for the EA Cell (secondary).

3.5.2.  Record-copy Reports: IAW CJCSM 3150.03A, the goal is to submit initial record copy PINNACLE reports within 1 hour of the incident. IAW this instruction, submit all record copy BEELINE reports within 1 hour after the associated voice report. Intermediate levels of command will immediately pass the report to subordinate or lateral commands that need the information.

3.5.2.1.  The AFOC may request certain questions to be answered prior to submission of the final report. Information requested by the AFOC that is unknown during the initial voice report will be provided (when the information becomes available) in either, the INITIAL record copy report, the FOLUP voice/hard copy report, or the FINAL voice/hard copy report.

3.5.3.  Do not include the following statements: "The commander has deemed the following reportable" and "Further reporting through xxx channels" in OPREP-3 BEELINE or PINNACLE reports. When a unit submits a report, it is known that the unit commander or delegated alternate has reviewed the report. When an event/incident is reported as an INITIAL or FOLUP, more information from the command post is expected. When FINAL OPREP-3 reports are submitted, it is understood that other agencies (safety, security forces, OSI, etc.) may not be relieved from further reporting through their respective chain of command.

3.5.3.1. The first statement in the text of INITIAL record copy reports will state the time the command post was notified of the event/incident, and the time the commander or designated alternate approved the voice report for command post submission. Example: "The command post was notified at 27/1829Z Jul 02, and the commander approved the voice report at 27/1918Z Jul 02." Do not include this information in the voice report.

3.5.3.1. (AETC) The first statement in the text of the initial (or if the initial report is a final report) OPREP-3 record-copy report will state the time the CP was notified of the event or incident and the time the commander or designated alternate approved the voice report for CP submission. For example, The command post was notified at 271829Z JUL 03, and the commander approved the voice report at 271918Z JUL 03." (Do not include this information in the voice report.)

3.5.4. Units will ensure all record copy OPREP-3 reports on Class "A" Mishaps are addressed to all MAJCOM command centers to include ANG Operations Center and AFRC Command Center using the MEA Listing (**Table 3.4.**). Additionally, address appropriate MAJCOM command centers to include ANG and AFRC when personnel and/or assets (active, guard or reserve, mobilized or non-mobilized) assigned to those organizations are affected. If units have problems transmitting over AUTODIN/DMS, use regular NIPRNET/SIPRNET e-mail addresses (**Table 3.2.**) to forward reports.

3.5.5. Intermediate levels of command and or the unit originating the report will immediately pass the report to subordinate or lateral commands whose units or assets are affected by the event/incident.

3.5.6. Rapid reporting is imperative. Do not delay an INITIAL report to obtain additional information. Use FOLUP reports to provide additional information when it becomes available.

3.5.6.1. INITIAL reports must be timely and concise, and contain as much information as immediately available within established time parameters. Record copy reports must thoroughly answer the following questions: who, what, when, where, why, and how. Continue reporting until these questions are answered.

3.5.7. Transmit OPREP-3 reports by the fastest means available consistent with security constraints: usually by non-secure voice transmission, followed by a confirming record transmission. Transmit reports containing classified or special intelligence information with the proper security precautions. Include the flagword JOPREP JIFFY after the classification on all OPREP-3 reports.

3.5.7.1. If units are unable to use AUTODIN and/or DMS to meet record copy timing criteria, forward the record copy to the AFOC's NIPRNET address (**Table 3.1.**). If electronic transmission capabilities are not available, faxing the record copy report to the AFOC can be used to meet timing criteria, however electronic transmission is preferred. If the report is sent using NIPRNET or faxed to the AFOC, the originating unit is still responsible for ensuring all required MEAs are in receipt of the record copy. For OPREP-3 PINNACLEs, the AFOC will ensure the NMCC is in receipt.

3.5.7.1. (AETC) DMS is the primary means of record report transmission in AETC for all OPREP-3 reports and GENADMIN messages. Alternate means are e-mail and fax. As a minimum, maintain the following DMS addresses in your organizational address list: RCC, HQ AETC/DOXC, AFOC, NMCC, 81 TRW/CP (for 2 AF units), and 42 ABW/CP (for AU subordinate units).

3.5.8. The initial record copy report will contain any updated information gathered after the initial voice report without exceeding the time criteria established in paragraph **3.5.2.**

3.5.9. The OPREP-3 PINNACLE NUCFLASH takes precedence over all other OPREP-3 reports.

3.5.10. Any actual OPREP-3 report takes precedence over all peacetime exercise communications.

3.5.11. Submission of OPREP-3 reports will not be effected by the imposition of MINIMIZE.

3.5.12. Use the ESC "C1" designator - Continue reporting, priority.

**3.6. Report Format and Contents:** AFPAM 10-709 V1CD gives specific format information for OPREP-3 reporting.

3.6.1. The narrative section of each report must clearly convey the details of the incident. Use **Figure 3.2.** to assist in gathering and reporting all minimum required events/incident details.

**3.7. Report Numbering** . Number OPREP-3 reports consecutively for each calendar year by type, (i.e. PINNACLE, BEELINE) beginning with 001. Subsequent reports for the same incident will add sequential letters to the basic report number (e.g., 002A, 002B). After the number 999, revert to 001 for the next report. Report numbers are designed for the individual unit to track the total number of OPREP-3 reports submitted per year.

**3.7. (AETC) Report Numbering.** Units will develop a log for each category of OPREP-3. As a minimum, logs will contain the report number, message DTG, subject, and headquarters reference number. Tenant and/or GSU reports will be submitted, using host or reporting CP serial numbers. In addition, maintain a reports book containing OPREP-3 reports matrix for the basic AFI, this supplement, and any tenant unit's MAJCOM supplement; checklists for report coordination, preparation, and release of voice and record communications procedures; a separate, numbered log for each type of report; and examples of USMTF messages (with addressing requirements), using DMS.

**3.8. Exercise Reports.** Number exercise OPREP-3 reports independently of real-world OPREP-3 reports. Begin exercise reports with 001 at the start of each exercise. Indicate exercise name in the EXER set of each report.

**3.8. (AETC) Exercise Reports.** Up-channel exercise voice and record-copy reports if directed by an operational plan or evaluator or when prior coordination has occurred. Include RCC and HQ AETC/ DOXC as an addressee.

**3.9. Follow-up Reports.** FOLUP reports are essential to keep commanders informed of developing situations and to provide additional details as they are learned.

3.9.1. Record copy FOLUP or FINAL reports may contain information previously provided in one or more voice reports. Continue reporting as long as the situation merits. When the immediacy of the OPREP-3 system subsides, commanders may use SITREP reporting to provide continuous information. Include a reference to applicable voice and record copy reports in each additional record report.

3.9.2. FOLUP and FINAL reports will be voiced in the same manner as INITIAL voice reports, and a record copy report will be submitted.

3.9.2. (AETC) Voice all record-copy final (FINAL) or followup (FOLUP) reports through the RCC to the appropriate command level prior to transmitting the hard copy report.

**3.10.  Use of Personnel Identification.** Do not include the name, social security number (SSN), or address of individuals in OPREP-3 reports. Rather, provide broad categories (e.g., active duty, reserve, airman, noncommissioned officer (NCO), officer, or dependent). If a report recipient requires names or SSN, request it as an addendum separate from OPREP-3s. Exceptions: OPREP-3CE (the name and phone number of both POCs are required), and for aircraft accidents, the name, title, and phone number of safety board presidents.

**3.10. (AETC)  Use of Personnel Identification.** Control sensitive information on a strict need-to-know basis. Provide names and Social Security numbers (SSN) to the RCC after submission of the voice report when requested. DO NOT put names and SSNs in any OPREP-3 report. Protect sensitive information according to AFI 33-332, *Air Force Privacy Act Program.*

**3.11.  Upgrading Reports.** Units will upgrade OPREP-3 reports if FOLUP information to an event/incident meets the criteria of a higher-level report (e.g., HOMELINE to BEELINE). Units will report INITIAL and any FOLUP information as a new report, either a BEELINE or a PINNACLE, including the references from earlier reports. In the upgraded INITIAL report, provide all known facts even if previously reported to the lower level organization. The organization at the higher level (AFOC/NMCC) has no background on event/incidents previously reported. Upgrade reports will require both a voice and record copy. Send all FOLUP reports to the appropriate addressees.

**3.12.  AFOC Contact Information. Table 3.1.** provides secure and non-secure DSN numbers, commercial numbers, and NIPRNET addresses for the AFOC.

**Table 3.1.  AFOC Contact Information.**

| VOICE | Primary: | Alternate: | Commercial: |
|---|---|---|---|
| Nonsecure | DSN 227-6103 | DSN 225-2270 | (703) 697-6103 |
| STE/STU | DSN 223-1929 | DSN 225-7220 | (703) 693-1929 |
| Red Switch | DSN 228-2302 | DSN 228-2303 | N/A |
| **E-MAIL** | **Primary:** | **Secondary:** | **Secondary:** |
| NIPRNET | **mailto:afwatch@pentagon.af.mil** | **mailto:EA1@pentagon.af.mil** | **mailto:EA2@pentagon.af.mil** |
| SIPRNET | **mailto:afwatch@af.pentagon.smil.mil** | **mailto:EA1@af.pentagon.smil.mil** | **mailto:EA2@af.pentagon.smil.mil** |
| **FAX** | **Primary:** | **Secondary:** | **Commercial:** |
| Unclassified | DSN 225-9673 | N/A | (703) 695-9673 |
| Classified | DSN 223-1929 | N/A | (703) 693-1929 |

**3.13.  MAJCOM Contact Information.** Table 3.2 provides secure and non-secure non-DMS e-mail addresses for the AF MAJCOMs.

**3.13. (AETC)  MAJCOM Contact Information.** See **Table 3.6. (Added)** for additional AETC contact information (including voice and primary and alternate DSN, and commercial numbers).

**Table 3.2.  MAJCOM Contact Information.**

| MAJCOM | NIPRNET E-mail | SIPRNET E-mail |
|---|---|---|
| ACC | **mailto:acccmdctr@langley.af.mil** | **mailto:acc.ccs.sc@langley.af.smil.mil** |

| AETC | **mailto:12ftw.cp@randolph.af.mil** | **mailto:12ftw.cp@randolph.af.smil.mil** |
|------|----------------------------|--------------------------------|
| AFMC | **mailto:hqafmc.command.center@wpafb.af.mil** | **mailto:hqafmc.cmd.ctr@wrightpatterson.af.smil.mil** |
| AFRC | **mailto:afrc.command.center@afrc.af.mil** | **mailto:afrc.docc@afrc.robins.af.smil.mil** |
| AFSOC | **mailto:afsoc.doc@hurlburt.af.mil** | **mailto:afsoc.doc@hurlburt.af.smil.mil** |
| AFSPC | **mailto:v3afspc.cmdctr@peterson.af.mil** | **mailto:afspc.commandcenter@afspc.af.smil.mil** |
| AMC | **mailto:emergency.actions@scott.af.mil** | **mailto: xocxe.eacell@amc.af.smil.mil** |
| ANG | **mailto:angxocv3@ang.af.mil** | **mailto: angxocv3@mdandr.ang.af.smil.mil** |
| PACAF | **mailto:502aos.aopo2@hickam.af.mil** | **mailto:502aos.aopo@dms.hickam.af.smil.mil** |
| USAFE | **mailto:usafe.commandcenter@ramstein.af.mil** | **mailto:usafe.commandcenter@ramstein.af.smil.mil** |

**3.14.  The OPREP-3 Reports Matrix.** The OPREP-3 Reports Matrix (**Table 3.2.**) is a quick reference guide to assist users in determining the type of report to submit. The matrix provides broad guidance and is not all-inclusive. Judgement on the part of local command posts and commanders is essential to proper reporting. Base the level of the report on whether or not the event or incident will attract national level interest (PINNACLE) or will only be of interest to HQ USAF (BEELINE) or a MAJCOM (HOMELINE). Refer to **Figure 3.1.** through **Figure 3.5.** for additional guidance on minimum OPREP-3 report content.

**Table 3.3.  Objective Event/Incident Reporting Criteria.**

| RULE | EVENT or INCIDENT | SUBMIT REPORT WHEN: (DESCRIPTION) | TYPE REPORT | REMARKS and REFERENCES | MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.) |
|------|-------------------|-----------------------------------|-------------|------------------------|-------------------------------------------|
| 1 | **AEROSPACE EVENTS (Including Unmanned Aerial Vehicles)** | | | | |
| 1A | Aircraft Mishap | Any AF aircraft mishap involving civilian casualties or damage to civilian property. | PINNACLE | Refer to AFI 91-204, Safety Investigation and Reports. | 1, 2, 3, 5, 8, 9, 12, 15, 16, 17, 28, 32, 55 |
| 1B | Aircraft Mishap Class A or B | **Class A:**<br><br>a. Aircraft Destroyed *<br><br>b. Damage of $1,000,000 or more, regardless of aircraft location (hanger, flying, etc.).<br><br>c. Mishap resulting in an AF fatality regardless of location (hanger, flying, etc.).<br><br>**Class B:**<br><br>Damage of $200,000, but less than $1,000,000, regardless of aircraft location (hanger, flying, etc.). | BEELINE | Refer to AFI 91-204, Safety Investigation and Reports. <u>Complete the LOSREP, and forward to MAJCOM & the AFOC NLT 3 hrs after incident</u>. | 1, 5, 8, 9, 11, 12, 15, 16, 28, 32, 55<br><br>Info: *2 and All MAJCOM Command Centers (17, 28, 46, 47, 48, 49, 50, 51, 52, 53)* <u>*ON ALL CLASS "A" MISHAPS*</u> |
| 1C | Aircraft Evacuation | Aircraft evacuated to one or more refuge bases for reasons other than weather or natural disasters. | BEELINE | Submit initial report upon decision to evacuate (include reason); submit updates at each evacuation stage; submit a final report when all aircraft have returned to home station. | 1, 9, 15, 16, 55<br><br>Info: 17 |

| RULE | EVENT or INCIDENT | SUBMIT REPORT WHEN: (DESCRIPTION) | TYPE REPORT | REMARKS and REFERENCES | MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.) |
|---|---|---|---|---|---|
| 1D | Aircraft Evacuation | a. Aircraft evacuated due to hurricane/typhoon/flood conditions.<br><br>b. Aircraft evacuated due to any natural disaster. | BEELINE | Report aircraft evacuated, hangered, tied down, and in maintenance. Submit initial report upon decision to evacuate; submit updates at each stage of evacuation. Submit final report when all aircraft have returned to home station | 1, 3, 16, 55<br><br>Info: 17, 26, 27 |
| 1E | Aircraft Stand-Down/ Grounding | Local stand down, command/ fleet-directed grounding, or restriction from flying affecting active inventory aircraft. | BEELINE | | 1, 17, 28, 32, 55 |
| 1F | Aircraft Hijacking | The forcible, unauthorized seizure of any Air Force aircraft or commercial aircraft on a military mission or installation. | PINNACLE | If aircraft is nuclear-armed use rule 5S. | 1, 2, 5, 9, 11, 15, 55 |
| 1G | Aircraft Midair Collision or Near Miss | Any intentional/unintentional contact or near contact involving military and civilian aircraft. | PINNACLE | | 1, 2, 3, 5, 4, 6, 8, 12, 28, 32, 55 |
| 1H | Aircraft Midair Collision or Near Miss | Any intentional/unintentional contact or near contact involving only military aircraft. | BEELINE | | 1, 4, 5, 6, 8, 12, 28, 32, 55 |
| 1I | Missing Aircraft | Any Air Force aircraft reported missing. (ACFT has not been located following an extended communications search). | BEELINE | AFI 13-202 | 1, 5, 9, 15, 16, 55<br><br>Info: 28 |
| 1J | Reconnaissance Incident, Aerospace | Incidents involving airborne or orbital reconnaissance activities. | PINNACLE | | 1, 2, 20, 21, 55 |

| RULE | EVENT or INCIDENT | SUBMIT REPORT WHEN: (DESCRIPTION) | TYPE REPORT | REMARKS and REFERENCES | MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.) |
|------|-------------------|-----------------------------------|-------------|------------------------|-------------------------------------------|
| 1K | Missile Mishap | Any ground or air-launched conventional missile mishap involving Air Force resources or personnel, or occurring while under Air Force control or jurisdiction. | PINNACLE | | 1, 2, 12, 16, 32, 55 |
| 1L | Cargo Jettisoning / Dropped Object / Off-DZ Airdrop | a. Objects jettisoned/dropped from Air Force aircraft if casualties, property damage, or adverse publicity is likely.  b. Any airdrop controlled by the Air Force that results in death, serious injury, property damage, or is likely to receive media attention. | BEELINE | Comply with AFI 91-204. | 1, 5, 29, 30, 32, 55 |
| 1M | New Weapon System | Any event/incident involving a new weapon system if the system is either controversial or receiving significant congressional interest. | PINNACLE | Comply with AFI 91-204. | 1, 2, 8, 11, 12, 15, 16, 28, 32, 34 – 42, 55  Info: 17 |
| 1N | Aircraft Interest of Safety | Applies to any single engine AF aircraft that experiences engine flameout or loss of power to sustain flight. | BEELINE | | 1, 55  Info: 17 |
| 1O | Search and Rescue | USAF search and rescue operations conducted in foreign countries, or if the event may attract National media interest. | PINNACLE | | 1, 2, 3, 5, 16, 55 |
| 1P | Search and Rescue | USAF search and rescue operations conducted within the US, but media attention is anticipated. | BEELINE | | 1, 3, 5, 16, 55 |
| 1Q | Satellite, Command and Control Failure | Satellite Ground Station Anomaly - AFSCN or dedicated control net that has a major impact to the satellite command control net for more than 48 hours. | BEELINE | | 1, 20, 39, 55 |
| 1R | Satellite, Degradation | Degradation of any satellite bus or payload, and any of the satellite's missions are degraded or are expected to be affected beyond 48 hours. | BEELINE | | 1, 20, 39, 55 |

| RULE | EVENT or INCIDENT | SUBMIT REPORT WHEN: (DESCRIPTION) | TYPE REPORT | REMARKS and REFERENCES | MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.) |
|------|-------------------|----------------------------------|-------------|------------------------|-------------------------------------------|
| 1S | Space Vehicle, Satellite Radioactive Incident | Spacecraft or satellite incidents involving international agencies or presenting human danger. | PINNACLE | | 1, 2, 5, 20, 30, 39, 55 |
| 1T | Satellite, Anomaly | Failure of satellite bus or payload, or loss of control, if any of the satellite's missions are affected. | BEELINE | | 1, 20, 39, 55 |
| 1U | Satellite, Electro-magnetic Interference | Reports of unauthorized attempts to command, jam, or interfere with a satellite. | BEELINE | | 1, 20, 39, 55 |
| 1V | Space Launch Mishap | Any mishap, failure, or destruction happening to a missile during an ICBM test launch or to a space launch booster or satellite during a space launch. Unexpected launch parameters (azimuth, altitude, or orbit). Mishaps causing launch facility damage, which may delay a subsequent launch, or cause a degraded launch capability for six months or more. | PINNACLE | | 1, 2, 20, 30, 39, 55 |
| 2 | **GROUND EVENTS/INCIDENTS** | | | | |
| 2A | Special Access Program Incidents | Incidents involving unit Special Access Programs (SAPs) that require Program Manager notification at the Joint Staff level. | PINNACLE CRESCENT EDGE | Ref Para 3.3.12 and AFI 16-701, Special Access Programs | 1, 2, 55 |
| 2B | Special Access Program Incidents | Incidents involving unit Special Access Programs (SAPs) that require Program Manager notification at the Air Force level. | BEELINE CRESCENT EDGE | Ref Para 3.3.12 and AFI 16-701, Special Access Programs | 1, 55 |
| 2C | Death of a VIP | a. The death of any active duty flag officer or the CMSAF; Wing Commander (active duty only); code 5 or higher VIP (see remarks).<br><br>b. The death of a celebrity occurring on an Air Force installation. | PINNACLE | Refer to DOD Flight Information Publication - General Planning for a complete list of VIP codes. | 1, 2, 5, 11, 16, 32, 55 |
| 2D | Death of a VIP | The death of any retired flag officer or retired CMSAF. | BEELINE | | 1, 5, 11, 16, 55 |

| RULE | EVENT or INCIDENT | SUBMIT REPORT WHEN: (DESCRIPTION) | TYPE REPORT | REMARKS and REFERENCES | MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.) |
|---|---|---|---|---|---|
| 2E | Death, Active Duty AF | a. Death of any active duty personnel to include AF Reserve personnel on active duty.<br><br>b. Death of ANG personnel, whether on active duty or serving as a Traditional Guardsman. | BEELINE | Include information in Figure 3.5. | 1, 5, 16, 32, 55 |
| 2F | Death, Active Duty (Non-AF) | Death of any active duty military member other than AF on or near an AF installation. | BEELINE | Include all available information | 1,2, 55, Combatant Command (if known) |
| 2G | Injury, VIP | a. A hospitalizing injury of any flag officer or CMSAF (active, ANG, reserve, or retired), Wing Commander (active only), code 5 or higher VIP.<br><br>b. Any injury of a celebrity occurring on an Air Force installation. | BEELINE | Refer to DOD Flight Information Publication - General Planning for a complete list of VIP codes. | 1, 5, 16, 55 |
| 2H | Disease | A medical situation involving a marked increase of a disease among AF personnel or any disease incident of potential significance, which may prevent mission accomplishment. | PINNACLE | | 1, 2, 3, 5, 9, 15, 16, 55 |
| 2I | Ground Mishap<br><br>Class A<br><br>Class B | **Class A:** Mishap resulting in a fatality or damage in excess of $1,000,000 **Class B:** Permanent or partial disability, hospitalization of three or more personnel, or damage of $200,000 or more, but less than $1,000,000. | BEELINE | Also refer to AFI 91-204, Safety Investigation and Reports - Engine damage that occurs while engine is not attached to acft. | 1, 5, 11, 12, 16, 32, 55 |
| 2J | Property Damage | a. $50,000 or more damage to Air Force property.<br><br>b. Fires causing five or more disabling injuries or impairs the operational readiness of a unit. | BEELINE | Refer to AFI 91-204 | 1, 5, 11, 29, 30, 32, 55 |

| RULE | EVENT or INCIDENT | SUBMIT REPORT WHEN: (DESCRIPTION) | TYPE REPORT | REMARKS and REFERENCES | MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.) |
|------|-------------------|-----------------------------------|-------------|------------------------|-------------------------------------------|
| 2K | Fuel Spill | Any spillage of fuel under Air Force control, if the incident is likely to have adverse environmental consequences or elicit media coverage. | BEELINE | | 1, 30, 32, 55 |
| 2L | Explosion | Any ammunition or explosive mishap that causes casualties or serious property damage. | BEELINE | Refer to AFI 91-204 | 1, 5, 9, 11, 12, 15, 16, 29, 30, 32, 55 |
| 2M | Weapons Discharge | Deliberate or accidental discharge of a military small arms weapon which results in injury or death. | BEELINE | Refer to AFI 31-207 | 1, 5, 9, 11, 15, 16, 55 |
| **3** | **CRIMINAL ACTIVITY** | | | | |
| 3A | Criminal Activity | Serious accidents, crimes, or incidents involving US military/civilians that may impact on international relations or create high-level military or political interest. | PINNACLE | | 1, 2, 5, 9, 11, 15, 16, 33, 55 |
| 3B | Criminal Activity (Foreign or Domestic Jurisdiction) | Serious crimes/incidents that may involve exercise of domestic or foreign jurisdiction over AF personnel or dependents or that may result in extensive news media or congressional interest. | PINNACLE | | 1, 2, 5, 9, 11, 15, 16, 33, 55 |
| 3C | Criminal Activity (News Media Interest) | Crimes/incidents that may result in news media interest or could be prejudicial or embarrassing to the AF. | BEELINE | | 1, 5, 9, 11, 15, 16, 55 |
| 3D | Criminal Activity Affecting Operations | Any criminal activity affecting the operational capability of a unit. | BEELINE | | 1, 9, 11, 15, 55 |
| 3E | Theft of Dangerous Materials | The theft of dangerous materials (missile propellants, poisonous chemicals, munitions, toxic corrosive materials, explosives, etc.) or an environmental pollutant. | PINNACLE | Comply with AFI 91-204. | 1, 2, 9, 11, 15, 16, 33, 55 |

| RULE | EVENT or INCIDENT | SUBMIT REPORT WHEN: (DESCRIPTION) | TYPE REPORT | REMARKS and REFERENCES | MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.) |
|---|---|---|---|---|---|
| 3F | Prisoner Incidents | Any incident involving the escape, death, or alleged maltreatment of an inmate at any USAF confinement facility under the control of the USAF Corrections System. | BEELINE | | 1, 5, 9, 11, 15, 16, 55 |
| 3G | Drugs | Report serious incidents of drug abuse (use, sale, illegal transfer, etc.) involving military members or dependents involving:<br><br>A. Arrest of a group (10 or more) involved in the sale or transfer of drugs.<br><br>B. Seizure of drugs by civil or military agents, either on or off base, with an estimated street value in excess of $10,000.<br><br>C. Hospitalization or death of an active duty member because of drug involvement; or if a senior military officer (O-5 or above), DAF civilian (GS-14 or above), or an AF Academy cadet is involved in the sale, transfer, or use of drugs. | BEELINE | | 1, 5, 9, 11, 15, 16, 55 |
| **4** | **HOSTILE ACTIONS OR EVENTS** | | | | |
| 4A | Bomb Threat | a. Device is actually detected or explodes.<br>b. If the threat causes a serious degradation of the mission capability. | BEELINE | AFI 31-210, The Air Force Anti-Terrorism Program | 1,3, 5, 9, 11, 15, 16, 55 |
| 4B | Covered Wagon | Any confirmed hostile activity directed at or against Protection Level 1, 2, or 3 resources. | PINNACLE | AFI 31-101, Vol. 1, The Air Force Physical Security Program | 1, 2, 5, 9, 11, 15, 16, 33, 55 |

| RULE | EVENT or INCIDENT | SUBMIT REPORT WHEN: (DESCRIPTION) | TYPE REPORT | REMARKS and REFERENCES | MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.) |
|---|---|---|---|---|---|
| 4C | Hostile Action | Any occurrence having the potential of rapidly moving into a contingency or general war situation, such as armed attack, harassment, or hostile acts against U.S. shipping interest or forces. Includes actual or suspected chemical, biological, or radiological attacks, attack by ground or air forces using conventional or nuclear weapons on or near an AF installation. | PINNACLE FRONT BURNER | If the initiation of a contingency or general war has occurred, only future attacks involving chemical, biological, or radiological weapons need be reported. However, other reports may be. | 1, 2, 3, 5, 9, 11, 15, 16, 55  If radiological or nuclear, add 12 and 54 |
| 4D | Captured Personnel | Any DAF personnel captured by a foreign government or terrorist organization | BEELINE | | 1, 5, 9, 11, 15, 16, 55 |
| 4E | Enemy Encounters | Enemy encounters of unusual nature or significant size or hostile aircraft over-flight. | PINNACLE | | 1, 2, 9, 11, 15, 16, 33, 55 |
| 4F | Degraded Combat Capability or Heavy Losses or Significant Damage | Hostilities causing losses to U.S. forces/equipment resulting in degraded combat capability or operations resulting in damage to AF installations. | PINNACLE | | 1, 2, 5, 9, 11, 15, 16, 29, 30, 55 |
| 4G | Sabotage | Clandestine activity against USAF resources which would adversely affect operational capability. | BEELINE | | 1, 3, 9, 11, 15, 16, 55 |
| 4H | Terrorist Activity | Any event/incident involving terrorism or the threat of terrorism. | PINNACLE | | 1, 2, 3, 5, 9, 11, 15, 16, 55 |

| RULE | EVENT or INCIDENT | SUBMIT REPORT WHEN: (DESCRIPTION) | TYPE REPORT | REMARKS and REFERENCES | MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.) |
|---|---|---|---|---|---|
| 4I | FPCON Change | Any unit commander directed change for an actual or received threat. When FPCON change is downward directed by HAF, an OPREP-3 is not required if the unit immediately attains the directed change. However, if lower FPCON is directed and commander chooses to remain at a higher FPCON than directed, an OPREP-3 BEELINE is required to inform and explain the reason the commander chose to retain the higher FPCON. In addition, an OPREP-3 BEELINE is required once the unit's FPCON changes. - MAJCOM Commanders will report all HHQ FPCON changes not directed by HAF (i.e., Combatant Commander directed FPCON change) affecting MAJCOM assets. | BEELINE | AFI 31-210 FPCON changes for Random Anti-Terrorism Measures (RAMs) do not require a BEELINE, whether it was downward directed or it was commander directed. | 1, 3, 9, 11, 15, 55 |
| 4J | Civil Disturbance or Disorder or Anti-U.S. Demonstration | Any disturbance (anti-US demonstration, riot, panic, strike, etc.) against or on an AF facility that may cause national news coverage. | PINNACLE | | 1, 2, 3, 5, 9, 11, 15, 16, 29, 30, 55 |
| 4K | Civil Disturbance (AF Assistance Requested) | Civil disorders where AF assistance is requested. Include type of assistance, purpose, affect on AF mission, if granted, duration, capability to provide assistance, and anticipated problems | BEELINE | Refer to USAF Civil Disturbance Plan 55-2, Garden Plot. | 1, 3, 5, 9, 11, 15, 16, 29, 30, 55 |
| 4L | Other Disturbances | Disturbances or disorders which may impair operational readiness. | BEELINE | | 1, 3, 5, 9, 11, 15, 16, 55 |
| 4M | Malicious Acts | Acts resulting in significant damage to resources. | BEELINE | | 1, 3, 9, 11, 15, 16, 29, 30, 32, 55 |

| RULE | EVENT or INCIDENT | SUBMIT REPORT WHEN: (DESCRIPTION) | TYPE REPORT | REMARKS and REFERENCES | MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.) |
|---|---|---|---|---|---|
| 4N | Major Racial Incident | a. An incident involving more than 20 active participants<br><br>b. Slurs (more than 20 active participants)<br><br>c. An act that results in death, arson, vandalism/degrading public graffiti in excess of $2,000 including hate group activity<br><br>d. Discriminatory epithets, signs, or symbols<br><br>e. Acts that result in physical injuries requiring medical confinement for more than 5 days<br><br>f. Activities of groups supporting supremacist causes, advocating unlawful discrimination, or otherwise advocating the use or threat of force or violence to deprive individuals of their civil rights when such activities constitute an immediate danger to the loyalty, discipline, or morale of Air Force personnel. | BEELINE | AFI 36-2706 | 1, 5, 9, 11, 15, 16, 29, 30, 55 |
| **5** | **NUCLEAR EVENTS - These OPREP reports will be classified because of the details being reported.** | | | | |
| 5A | Accident, Priority A Aircraft Nuclear Loaded | Any class "A" accident involving an aircraft carrying one or more nuclear weapons | PINNACLE BROKEN ARROW | Refer to AFI 91-204, Safety Investigations and Reports. | 1, 2, 3, 5, 6, 7, 8, 9, 11, 12, 13, 15, 16, 40, 55<br><br>Info: 54 |
| 5B | Aircraft, Missing (Nuclear Loaded) | Any Air Force aircraft carrying nuclear cargo reported as missing. | BEELINE EMPTY QUIVER | Refer to AFI 91-204, Safety Investigations and Reports. | 1, 3, 5, 6, 8, 9, 11, 12, 13, 15, 55<br><br>Info: 2, 40, 54 |
| 5C | Aircraft, Overdue (Nuclear Loaded) | Any Air Force aircraft carrying nuclear weapons classified as overdue, or which a Preliminary Communication (PRECOM) search has been initiated. | BEELINE EMPTY QUIVER | Refer to AFI 91-204, Safety Investigations and Reports and AFI 13-202, Overdue Aircraft | 1, 3, 5, 9, 12, 15, 16, 32, 40, 55<br><br>Info: 54 |

| RULE | EVENT or INCIDENT | SUBMIT REPORT WHEN: (DESCRIPTION) | TYPE REPORT | REMARKS and REFERENCES | MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.) |
|---|---|---|---|---|---|
| 5D | Nuclear Incident Arming of Weapon | Any unanticipated incident, which raises suspicion that a nuclear weapon has been fully or partially armed. | BEELINE BENT SPEAR | | 1, 3, 6, 8, 9, 11, 12, 13, 15, 55<br><br>Info: 2, 40, 54 |
| 5E | Nuclear Accident, Attack Indications (War Risk) | a. The detection of unidentified objects by a missile warning system,<br><br> b. Interference experienced by such a system that appears to be threatening and could create a risk of nuclear war. | PINNACLE NUCFLASH | | 1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 40, 55<br><br>Info: 54 |
| 5F | Nuclear Accident, Cargo Jettisoned | The jettisoning, whether accidental or intentional, of nuclear cargo from an Air Force aircraft. | PINNACLE BROKEN ARROW | | 1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 32, 40, 55<br><br>Info: 54 |
| 5G | Nuclear Accident Contamination, Radioactive (From Weapon Component) | Radioactive contamination (or the threat thereof) resulting from an incident involving nuclear weapons or nuclear components. | PINNACLE BROKEN ARROW | | 1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 30, 32, 40, 55<br><br>Info: 54 |
| 5H | Nuclear Accident Contamination, Radioactive (From Reactor) | a. The uncontrolled release of radioactive material from a reactor which presents (or threatens to present) a hazard to life, health, or property.<br><br> b. Results in any person exceeding acceptable limits for exposure to radiation. | BEELINE FADED GIANT | | 1, 3, 5, 9, 11, 12, 15, 16, 30, 32, 55<br><br>Info: 2, 40, 54 |
| 5I | Nuclear Incident Damage to Reactor | An uncontrolled criticality resulting in damage to a nuclear reactor core or damage resulting from external forces (earthquake, accident, etc.) which threatens the integrity of the reactor. | BEELINE FADED GIANT | | 1, 3, 6, 9, 10, 12, 13, 14, 19, 30, 32, 55<br><br>Info: 2, 40, 54 |
| 5J | Nuclear Incident Convoy Diversion | Any DoD or DoE motor vehicle convoy transporting nuclear materiel which requests unscheduled support from an Air Force installation or unit. | BEELINE BENT SPEAR or<br><br> SAFE HAVEN | | 1, 9, 12, 16, 55<br><br>Info: 2, 40, 54 |

| RULE | EVENT or INCIDENT | SUBMIT REPORT WHEN: (DESCRIPTION) | TYPE REPORT | REMARKS and REFERENCES | MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.) |
|------|-------------------|-----------------------------------|-------------|------------------------|-------------------------------------------|
| 5K | Nuclear Incident Damage to Weapon | Damage to a nuclear weapon or component severe enough to require major rework, complete replacement or examination and re-certification by DoE. | BEELINE BENT SPEAR | | 1, 3, 6, 8, 9, 11, 12, 13, 15, 55<br><br>Info: 2, 40, 54 |
| 5L | Nuclear Accident Detonation, Non-nuclear | Any incident involving the non-nuclear detonation (or possible detonation) of a nuclear weapon. | PINNACLE BROKEN ARROW | | 1, 2, 3, 5, 6, 7, 8, 9, 11, 12, 13, 15, 16, 40, 55<br><br>Info: 54 |
| 5M | Nuclear Accident Detonation, Nuclear | Any unsanctioned or unexpected nuclear detonation or possible detonation. | PINNACLE NUCFLASH | | 1, 2, 3, 5, 6, 7, 8, 9, 11, 12, 13, 15, 16, 40, 55<br><br>Info: 54 |
| 5N | Nuclear Incident Disablement, Emergency | Any operation involving the emergency command disablement or nonviolent disablement of nuclear weapons. | PINNACLE EMERGENCY DISABLEMENT | | 1, 2, 3, 5, 9, 11, 12, 15, 16, 40, 55<br><br>Info: 54 |
| 5O | Nuclear Emergency Evacuation | Any operation involving the emergency evacuation of nuclear weapons. | PINNACLE EMERGENCY EVACUATION | | 1, 2, 3, 9, 11 13, 15, 16, 40, 55<br><br>Info: 54 |
| 5P | Attack on Nuclear Facilities | Any attack or penetration of nuclear storage or alert areas. | PINNACLE FRONT BURNER | | 1, 2, 9, 11, 15, 16, 29, 30, 31, 32, 40, 55<br><br>Info: 54 |
| 5Q | Nuclear Accident Fire | Any incident involving the burning of a nuclear weapon, nuclear launch-facility, nuclear storage area, or transport vehicle carrying a nuclear cargo. | PINNACLE BROKEN ARROW | | 1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 30, 32, 40, 55<br><br>Info: 54 |
| 5R | Nuclear Incident, Unauthorized Flight Plan (War Risk) | Any unauthorized flight plan or deviation from an approved flight plan by a nuclear-armed or nuclear-capable Air Force aircraft with the capability to penetrate the airspace of another nuclear-capable country. | PINNACLE NUCFLASH | | 1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 40, 55<br><br>Info: 54 |

| RULE | EVENT or INCIDENT | SUBMIT REPORT WHEN: (DESCRIPTION) | TYPE REPORT | REMARKS and REFERENCES | MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.) |
|---|---|---|---|---|---|
| 5S | Nuclear Accident Launch, Accidental, Unauthorized (War Risk) | Accidental or unauthorized launch of a nuclear-armed or nuclear-capable missile in the direction of, or having the capability to reach, another nuclear-capable country. | PINNACLE NUCFLASH | | 1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 40, 55<br><br>Info: 54 |
| 5T | Nuclear Incident Loss | The loss (explained or unexplained) of a nuclear weapon or nuclear component. | PINNACLE EMPTY QUIVER | | 1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 40, 55<br><br>Info: 54 |
| 5U | Nuclear Accident Public Hazard | Any nuclear accident actual or implied from a nuclear weapon, warhead or component. | PINNACLE BROKEN ARROW | | 1, 2, 3, 5, 6, 7, 8, 9, 11, 12, 13, 15, 16, 40, 55<br><br>Info: 54 |
| 5V | Nuclear Incident Reactor Incident | An uncontrolled criticality resulting in damage to a nuclear reactor core or an event such as a loss of coolant that results in a significant release of fission products from the nuclear reactor core. | BEELINE FADED GIANT | | 1, 3, 8, 9, 11, 14, 15, 55<br><br>Info: 2, 40, 54 |
| 5W | Nuclear Incident Seizure, Theft | The forcible, unauthorized seizure or theft of a nuclear weapon or nuclear component. | PINNACLE EMPTY QUIVER | | 1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 40, 55<br><br>Info: 54 |
| 5X | Nuclear Incident Other | Any incident involving a nuclear weapon that does not fall under any other Nuclear Event rule. | BEELINE BENT SPEAR | | 1, 9, 12<br><br>Info: 54 |
| 6 | SYSTEM / INTELLIGENCE EVENTS | | | | |

| RULE | EVENT or INCIDENT | SUBMIT REPORT WHEN: (DESCRIPTION) | TYPE REPORT | REMARKS and REFERENCES | MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.) |
|---|---|---|---|---|---|
| 6A | NEXRAD Outage | The NEXRAD (weather surveillance radar – 1988 Doppler) has been operationally unavailable for 48 or more consecutive hours. | BEELINE | Report the following:<br><br>a. date/time outage began<br><br>b. summary of the problem<br><br>c. time spent on maintenance<br><br>d. NSN, nomenclature, requisition number, date/ time parts were ordered<br><br>e. date/time Special Maintnenance Team (MAJCOM)/ Radar Operations Center (Norman OK) / AETC were contacted<br><br>f. ETIC<br>The responsible NEXRAD maintenance agency will initiate the report to the designated command post.<br><br>The 83 CS/SCYA will ensure procedures are implemented to accomplish reporting for NEXRADs located on Army Posts. | 1, 26, 27, 32, 55<br><br>Info: LGM, LGS, SCM, and DOW of owning MAJCOM |

| RULE | EVENT or INCIDENT | SUBMIT REPORT WHEN: (DESCRIPTION) | TYPE REPORT | REMARKS and REFERENCES | MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.) |
|---|---|---|---|---|---|
| 6B | Change in Information Operations Conditions (INFOCONS) | Any unit directed change in INFOCON* status to Joint or other Service systems hosted on AF networks | PINNACLE | Units are not required to submit this report if Higher Headquarters has directed an INFOCON change. | 1, 2, 4, 11, 18, 19, 20, 21, 22, 23, 24, 25, 34, 35, 36, 37, 55 |
| 6C | Change in Information Operations Conditions (INFOCONS) | Any unit directed change in INFOCON* status to USAF systems<br><br>* When INFOCON change is downward directed by HAF, an OPREP-3 is not required if the unit immediately attains the directed change. However, if lower INFOCON is directed and commander chooses to remain at a higher INFOCON than directed, an OPREP-3 BEELINE is required to inform and explain the reason the commander chose to retain the higher INFOCON. In addition, an OPREP-3 BEELINE is required once the unit's INFOCON changes. - MAJCOM Commanders will report all HHQ INFOCON changes not directed by HAF (i.e., MAJCOM Commander directed change or Combatant Commander directed change affecting MAJCOM assets). | BEELINE for | Units are not required to submit this report if Higher Headquarters has directed an INFOCON change. If the INFOCON is MAJCOM directed, the MAJCOM will inform the AFOC. | 1, 4, 11, 18, 19, 20, 21, 22, 23, 24, 25, 34, 35, 36, 37, 55 |
| 6D | Communications/ Computer Systems Intrusion | Confirmed unauthorized access or insider threat with malicious intent to sabotage Joint or other Service computers, computer networks, communications nodes, or command center equipment to include classified systems hosted on AF networks. | PINNACLE | Comply with Figure 3.2. and with AFSSI 5021. | 1, 2, 11, 18, 19, 20, 21, 22, 23, 24, 25, 34, 35, 36, 37, 55 |

| RULE | EVENT or INCIDENT | SUBMIT REPORT WHEN: (DESCRIPTION) | TYPE REPORT | REMARKS and REFERENCES | MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.) |
|---|---|---|---|---|---|
| 6E | Communications/ Computer Systems Intrusion | Confirmed unauthorized access or insider threat with malicious intent to sabotage USAF computers, computer networks, communications nodes, or command center equipment to include classified systems. | BEELINE | Comply with Figure 3.2. and with AFSSI 5021. | 1, 11, 18, 19, 20, 21, 22, 23, 24, 25, 34, 35, 36, 37, 55 |
| 6F | Compromise of Classified Information (Foreign Government Involved) | Confirmed/suspected compromise or unauthorized release of any category of US classified information where a foreign government or agent is involved. | PINNACLE | Refer to AFI 31-401  Any report of compromise or suspected compromise will be reported via secure means. | 1, 2, 9, 11, 15, 55 |
| 6G | Compromise of Top Secret Information | Confirmed compromise or unauthorized release of TOP SECRET information. | BEELINE | Refer to AFI 31-401  Any report of compromise or suspected compromise will be reported via secure means. | 1, 9, 11, 15, 55 |
| 6H | Compromise of Classified Information (News Media Release) | Confirmed compromise or unauthorized release of any category of classified information that may appear in the news media. | BEELINE | Refer to AFI 31-401  Any report of compromise or suspected compromise will be reported via secure means. | 1, 9, 11, 15, 55 |
| 6I | Diversion of Classified Material | Any DoD convoy of classified material diverted from its destination due to natural disasters, civil disorders, or other emergencies and requiring temporary storage at an AF installation. | BEELINE | Refer to AFI 32-4001 | 1, 9, 15, 55 |

| RULE | EVENT or INCIDENT | SUBMIT REPORT WHEN: (DESCRIPTION) | TYPE REPORT | REMARKS and REFERENCES | MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.) |
|---|---|---|---|---|---|
| 6J | Vital Intelligence Sightings | Any/all unidentifiable, suspicious, or hostile traffic (land, aerospace, or sea) which, because of its nature, course, or actions, may constitute a threat to the security of the US or Canada. Includes reports received from airborne platforms. | PINNACLE | | 1, 2, 9, 20, 21, 55 |
| 6K | Intelligence | Receipt of significant intelligence received through other than Intel channels. | PINNACLE | Submit special intelligence through SSO channels. | 1, 2, 20, 21, 55 |
| 7 | **POLITICAL EVENTS** | | | | |
| 7A | Asylum Incidents | Any request for, or physical attempt by a foreign national to gain asylum on an Air Force installation, or incidents involving Air Force personnel or resources. | PINNACLE | Refer to AFI 51-704, Handling Requests for Political Asylum and Temporary Refuge | 1, 2, 4, 9, 11, 14, 15, 55 |
| 7B | Foreign Sovereignty Violation | Violation of the foreign sovereignty of another nation through unauthorized entry, failure to comply with international agreements, or failure to comply with a foreign clearance. | BEELINE | AFI 91-204 and the Foreign Clearance Guide. | 1, 55 |
| 7C | National-Level Interest | Event/incidents that may develop into a matter of White House, DoD, Joint Service, or major media interest i.e., events with actual or potential international repercussions, serious operational changes, or natural/man-made disasters or civil disorders. | PINNACLE | | 1, 2, 4, 55 |
| 7D | Political Ramifications | Any event/incident involving Air Force personnel or resources which has political ramifications, such as defections or attempted defections, Status of Forces agreement violations, etc. | BEELINE | | 1, 55 |

| RULE | EVENT or INCIDENT | SUBMIT REPORT WHEN: (DESCRIPTION) | TYPE REPORT | REMARKS and REFERENCES | MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.) |
|---|---|---|---|---|---|
| 7E | Challenge to U.S. Authority | Incidents where military authority over U.S. military or non-military personnel is challenged, including exercise of foreign jurisdiction. | BEELINE | | 1, 9, 15, 55 |
| 7F | Coups | Report this event if DAF personnel are affected. | PINNACLE | | 1, 2, 5, 9, 15, 16, 33, 55 |
| 7G | Landing of Unfriendly Aircraft | Report non-allied aircraft, which make an unscheduled landing at any U.S. military installation. | PINNACLE | | 1, 2, 9, 11, 15, 31, 55 |
| **8** | **MISCELLANEOUS EVENTS** | | | | |
| 8A | Convoy Diversion (Non-nuclear) | Any DoD/DoE motor vehicle convoy (transporting other than nuclear materiel) that requests unscheduled support from an Air Force installation or unit. | BEELINE | | 1, 4, 9, 15, 32, 55 |
| 8B | Unsatisfactory Inspection | Any final overall unsatisfactory rating of an Air Force/Air Reserve Component unit (squadron or larger) by a Numbered AF or higher inspection/assessment team. | BEELINE | | 1, 16, 55 |
| 8C | Mission-Impairment | An event/incident which impairs, or is likely to impair mission capability. | BEELINE | | 1, 55 |
| 8D | Media Coverage, International or National | Adverse international or national media coverage of an event, incident, or action involving Air Force personnel, resources, or programs. | PINNACLE | | 1, 2, 5, 11, 55 <br><br> If AF personnel are involved: 16 |
| 8E | Media Coverage, Local | Adverse local media coverage of any event, incident, or action involving Air Force personnel, resources, or programs. | BEELINE | | 1, 5, 11, 55 <br><br> If AF personnel are involved: 16 |
| 8F | Toxic Material | The theft, escape, or spillage of toxic or dangerous materiel that threatens life or location. | PINNACLE | | 1, 2, 3, 5, 8, 9, 11, 14, 15, 16, 30, 32, 55 |

| RULE | EVENT or INCIDENT | SUBMIT REPORT WHEN: (DESCRIPTION) | TYPE REPORT | REMARKS and REFERENCES | MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.) |
|------|-------------------|-----------------------------------|-------------|------------------------|--------------------------------------------|
| 8G | Disasters, Natural | An earthquake, flood, volcanic eruption, or any other natural phenomenon that may impair the operational capability of an Air Force activity. | BEELINE | | 1, 26, 27, 30, 32, 55 |
| 8H | CSAF Special Interests | Any event of special interest to the CSAF. CSAF determines items of interest. | BEELINE | | 1, 55 |
| 8I | Significant Weather Occurrences | When the following significant weather occurs and results in damage that impacts or impedes operations:  a. Winds 50 knots or greater (to include gusts)  b. Hail ¾ inch or larger  c. Tornadoes  d. Lightening strikes  e. Snow storms | BEELINE | Report actual weather experienced, forecast valid at the time of occurrence to include any watches or warnings issued (include actual and desired lead time), and the operational status of meteorological equipment (e.g. radar, wind sensors, etc.) at time of event AFI 10-229 (Responding to Severe Weather Events) | 1, 26, 27, 55 |
| 8J | Hurricane/Typhoon Condition Change | Any Commander directed HURCON or TCCOR change. | BEELINE | | 1, 26, 27, 55 |
| 8K | Relocation of wing or major command headquarters emergency essential functions and personnel under the DoD Continuity of Operations (COOP) program | a.  Natural or manmade disasters  b.  Hostile threats  c.  Execute Order  d.  Construction/ Renovations. | BEELINE | Refer to DOD 3020.26 Continuity of Operations (COOP) Planning and policy | a. 1, 3, 5, 8, 12, 26, 27, 30, 32, 55  b. 1, 3, 5, 9, 11, 15, 55  c. 1, 55  d. 1, 55 |

**Table 3.4.  Minimum Essential Addressee (MEA) Listing.**

| | |
|---|---|
| 1 | PLA: **AFOC WASHINGTON DC//** |
| | PLA: **AFEOC FT DETRICK MD// (when activated)** |
| 2 | PLA: **CJCS NMCC WASHINGTON DC//EA//** |
| 3 | PLA: **AFNSEP FT MCPHERSON GA//RO/EOC//** |
| | PLA: **AFNSEP WASHINGTON DC//CC//** |
| 4 | PLA: **DIA WASHINGTON DC//DHS/DHO-CSR//** |
| 5 | PLA: **HQ AFPC RANDOLPH AFB TX//DPWCS//** |
| 6 | PLA: **AFMC WRIGHT PATTERSON AFB OH//SEW/DRAW//** |
| 7 | PLA: **HQ AFMOA BOLLING AFB DC//SGZA//** |
| 8 | PLA: **HQ AFSC KIRTLAND AFB NM//SE//** |
| 9 | PLA: **HQ AFSFC LACKLAND AFB TX//SF/OPSCENTER//** |
| 10 | PLA: **HQ AFFSA ANDREWS AFB MD//CC//** |
| 11 | PLA: **HQ AFOSI ANDREWS AFB DC//XOO//** |
| 12 | PLA: **HQ USAF WASHINGTON DC//SE/ILMW//** |
| | PLA: **HQ USAF WASHINGTON DC//XONO//** |
| 13 | PLA: **NWPSC KIRTLAND AFB NM//WNLO//** |
| | PLA: **HQ AFNWCA WASHINGTON DC//CC//** |
| | PLA: **DTRA AO KIRTLAND AFB NM//CSNLM//** |
| | PLA: **OSD WASHINGTON DC//DATSD/NM//** |
| | PLA: **DOE-AL ALBUQUERQUE NM/WPD//** |
| 14 | PLA: **HQ USAF WASHINGTON DC//JAI//** |
| 15 | PLA: **HQ USAF WASHINGTON DC//XOF//** |
| 16 | PLA: **HQ USAF WASHINGTON DC//DPXJ/MPRC//** |
| 17 | PLA: **AFMC COMMAND CENTER WRIGHT PATTERSON AFB OH//** |
| 18 | PLA: **AFIWC LACKLAND AFB TX//CC/IO/IOT/IOA//** |
| 19 | PLA:  **HQ USAF WASHINGTON DC//XIC//** |
| 20 | PLA: **HQ USAF WASHINGTON DC//XOI//** |
| 21 | PLA: **OL IA NAIC WASHINGTON DC//IA//** |
| 22 | PLA: **HQ DISA WASHINGTON DC//D3//** |
| 23 | PLA: **HQ AIA LACKLAND AFB TX//DO//** |
| 24 | PLA: **90IOS LACKLAND AFB TX//CC/DO//** |
| 25 | PLA: **HQ SSG MAXWELL AFB GUNTER ANNEX AL//EV/SWSN/SWNO//** |

| 26 | PLA: **HQ USAF WASHINGTON DC//XOW//** |
|----|------|
| 27 | PLA: **HQ AFWA OFFUTT AFB NE//XO//** |
| 28 | PLA: **ANG ANDREWS AFB MD//XOC//** |
| 29 | PLA: **HQ AFCESA TYNDALL AFB FL//CC//** |
| 30 | PLA: **HQ USAF WASHINGTON DC//ILE//** |
| 31 | PLA: **HQ USAF WASHINGTON DC//XOR//** |
| 32 | PLA: **HQ USAF WASHINGTON DC//IL/ILV/ILMY/ILGD//** |
| 33 | PLA: **HQ USAF WASHINGTON DC//XPX//** |
| 34 | PLA: **8AF BARKSDALE AFB LA//COMAFFOR-CNO//** |
| 35 | PLA: **8AF BARKSDALE AFB LA//CC/DO/SC/IO//** |
| 36 | PLA: **67IOW LACKLAND AFB TX//CC/DO//** |
| 37 | PLA: **33IOS LACKLAND AFB TX//CC/DO/DOO//** |
| 38 | PLA: **USSTRATCOM OFFUTT AFB NE//J41/J3613//** |
| 39 | PLA: **HQ NORAD COMMAND CTR CHEYENNE MOUNTAIN AFS CO//** |
| 40 | PLA: **CDR USJFCOM NORFOLK VA//J3//** |
| 41 | PLA: **USCENTCOM MACDILL AFB FL//CCJ3-C//** |
| 42 | PLA:  **HQ USSOCOM MACDILL AFB FL//** |
| 43 | PLA: **HQ USSOUTHCOM MIAMI FL//J32//** |
| 44 | PLA: **HQ USEUCOM VAIHINGEN GE//ETCC/ECJ36//** |
| 45 | PLA: **HQ USPACOM HONOLULU HI//CDO//** |
| 46 | PLA: **HQ AFRC COMMAND CENTER ROBINS AFB GA //DOCC//** |
| 47 | PLA: **HQ ACC LANGLEY AFB VA//DOXC//** |
| 48 | PLA: **RANDOLPH COMMAND CENTER RANDOLPH AFB TX** |
| 49 | PLA: **AFSOC CMD CTR HURLBURT FLD FL** |
| 50 | PLA: **HQ AFSPC PETERSON AFB CO//DOCP//** |
| 51 | PLA: **USTRANSCOM AMC TACC EA CELL SCOTT AFB IL** |
| 52 | PLA: **PACAF COMMAND CENTER HICKAM AFB HI** |
| 53 | PLA: **USAFE COMMAND CENTER RAMSTEIN AB GE** |
| 54 | PLA: **HQ USAF WASHINGTON DC//XONP//** |
| 55 | PLA: **42ABW CP MAXWELL AFB AL//CP//** |

**Table 3.5. (Added-AETC)  Additional Objective Event or Incident Reporting Criteria.**

| L I N E | A | B | C | D |
|---|---|---|---|---|
| | Event or Incident | Description | Remarks and References | HQ AETC OPR (OCR) |
| | **Aircraft Events and Incidents** | | | |
| H 01 | Damage | Any aircraft damage estimated in excess of $20,000 that does not meet BEELINE or PINNACLE criteria. | Comply with AFI 91-204. | SE (DO, LG) (CE, fire damage only) |
| H 02 | Engine failure, flameout, shutdown, or unintentional loss of thrust | Excludes ground maintenance runs and single engine failures on aircraft with three or more engines unless the latter jeopardizes safety of flight. | Comply with AFI 91-204. Indicate airspeed, altitude, and throttle position at time of incident. | SE (DO, LG) |
| H 03 | Flight control problems | Any flight control malfunction or restriction resulting in temporary inability to control the aircraft. Includes departures from controlled flight. | | |
| H 04 | Unusual aircraft event and incident or mishap | Any significant or unusual aircraft mishap, event, or incident to include aero club aircraft that does not meet BEELINE or PINNACLE reporting criteria, but, in the opinion of the commander. should be reported to the AETC Commander and staff. | Comply with AFI 91-204. | SE (DO) (SV, when applicable) |
| H 05 | Aircraft diversion | Any aircraft diversion due to aircraft malfunction or weather. | | SE (DO, LG, DOYW) |

| L I N E | A | B | C | D |
|---|---|---|---|---|
| | Event or Incident | Description | Remarks and References | HQ AETC OPR (OCR) |
| H 06 | Significant weather phenomena or incident | Weather-related events or incidents that do not meet BEELINE or PINNACLE reporting criteria, but result in the following: aircraft damage, injuries, flight control problems, aircraft diversions, significant mission impact to student training, cancellation of flying and or technical training, and restricted duty hours or delays in reporting for extended period of time. | Report actual weather experienced that was forecast valid at the time of occurrence to include any watches or warnings issued (including actual and desired lead time) and the operational status of meteorological equipment (radar, wind sensors, etc.) at time of event according to AFI 10-229, *Responding to Severe Weather Events*. | SE (DO, DOYW) |
| H 07 | Near-miss incidents | Any near-miss incident. | | DO (SE) |
| H 08 | Overdue aircraft | Any aircraft that has failed to arrive at its destination, compulsory reporting point, or clearance limit within 30 minutes of the estimated time of arrival and communications with or location of the aircraft cannot be established. | | |
| H 09 | Physiological incident | Significant physiological incident requiring hospitalization, aircraft diversion, or any unusual action. | | SE (DO, SG) |
| H 10 | G-induced loss of consciousness (G-LOC) | Any G-LOC by an aircrew member. | Comply with AFI 91-204. | |
| **Other Significant Events and Incidents** | | | | |

| L I N E | A<br>Event or Incident | B<br>Description | C<br>Remarks and References | D<br>HQ AETC OPR (OCR) |
|---|---|---|---|---|
| H 11 | Accident | Any accident resulting in serious injury to any person (military or civilian) on or off an AETC installation as a result of AETC operations or involving AETC personnel. | Active duty deaths will be reported via BEELINE. | SE (DO, SF, SG, DP, JA, LG) |
| H 12 | Damage | Damage to Air Force property or facilities exceeding $20,000 or significantly affecting mission capability. | | CE (DO, SE, SF, LG) |
| H 13 | Officer misconduct | Examples include confinement, arrest, apprehension, and drug or alcohol involvement. | | DP (DO, SF, JA) |
| H 14 | Spills | Significant fuel or toxic spills that do not meet BEELINE or PINNACLE criteria. | | SE (LG, SF, CE, SG) |
| H 15 | Criminal activity | Criminal activity in which civilian felony charges are made or pending and has an operational impact on the mission, causes adverse publicity, or involves a theft or loss of government property in excess $10,000. | | SF (DO, DP, OSI, JA) |
| H 16 | Death, injury, or missing personnel | Incidents of attempted suicide, serious injury, or missing personnel that do not meet BEELINE or PINNACLE criteria. Also report deaths, attempted suicides, serious injuries, or missing personnel if the incident occurs on base (regardless of status of individual) or off base and involves civil service or dependents of active duty personnel. | Active duty deaths will be reported as a BEELINE. | DP (SE, SF, SG, JA, SV) |

| L I N E | A | B | C | D |
|---|---|---|---|---|
| | **Event or Incident** | **Description** | **Remarks and References** | **HQ AETC OPR (OCR)** |
| H 17 | Mission impact | Any significant event or incident that has an adverse mission impact, but does not meet BEELINE or PINNACLE criteria. | | DO |
| H 18 | Off drop zone airdrop | Missed drop zone airdrops that are not BEELINE reportable. | | DO (SE) |
| H 19 | Communication or computer outage | Any unscheduled catastrophic communication, computer, or navigational outage impacting the mission. | Identify circuit, facility, time of failure, summary of problem, and estimated time of return to operation. Send an info copy to the AETC NOSC via NIPRNET (**mailto:aetcnosc27 @randolph.af.mil**). | SC (DO) |
| H 20 | Unusual event or incident | Any significant unusual event or incident not involving aircraft that, in the opinion of the commander, should be reported to the AETC Commander and staff. | | DO (SF) (SV, when applicable) |
| H 21 | Media interest | Adverse media coverage of an event, incident, or action involving Air Force personnel, resources, or programs that do not meet BEELINE or PINNACLE reporting criteria. | | PA (DO, JA) |
| H 22 | Military support to civil authorities (MSCA) | Any MSCA, whether or not an agreement is established. Reference paragraph **3.3.13.10. (Added)** for report requirements. | Add the following addressees: AFNSEP, ACC CAT (Langley AFB), and 1 AF AOC/DO (Tyndall AFB) | PA (DO, JA, CE, SF, SG) |

**Table 3.6. (Added-AETC)  AETC Contact Information.**

| ITEM | A<br>Method | B<br>Primary DSN/E-Mail | C<br>Alternate DSN/E-Mail | D<br>Commercial |
|---|---|---|---|---|
| | | **National Military Command (NMCC)** | | |
| 1 | Nonsecure | 227-6340 | | (703) 697-6340 |
| 2 | STU III | 227-6340 | | |
| 3 | Unclas fax | 227-9028 | | |
| | | **Air Force Operations Center (AFOC)** | | |
| 4 | Nonsecure | 227-6103 | 227-2270 | (703) 697-6103 |
| 5 | STU-III | 223-1929 | 225-7220 | (703) 697-1929 |
| 6 | Unclas fax | 225-9673 | | |
| 7 | NIPRNET | **mailto:afwatch@pentagon.af.mil** | **mailto:EA1@pentagon.af.mil** | |
| 8 | SIPRNET | **mailto:afwatch@af.pentagon.smil.mil** | **mailto:EA1@af.pentagon.smil.mil** | |
| | | **Randolph Command Center (RCC)** | | |
| 9 | Nonsecure | 487-1859 | 487-5726 | (210) 652-1859 |
| 10 | STU-III | 487-4934 | 487-5726 | |
| 11 | Unclas fax | 487-7684 | | |
| 12 | NIPRNET | DMS (note) | **mailto:12ftwcp7@randolph.af.mil** | |
| 13 | SIPRNET | | **mailto:12ftwcp@randolph.af.smil.mil** | |
| | | **Second Air Force (Keesler AFB CP)** | | |
| 14 | Nonsecure | 597-2321 | 597-2384 | (228) 377-4330 |
| 15 | STU-III | 597-3936 | | |
| 16 | Unclas fax | 597-4325 | | |
| 17 | NIPRNET | DMS (note) | **mailto:81trw-cp@keesler.af.mil** | |
| 18 | SIPRNET | | **mailto:81trw-cp@keesler.af.smil.mil** | |
| | | **Air University (Maxwell AFB CP)** | | |
| 19 | Nonsecure | 493-2862 | 493-7333 | (334) 953-7333 |
| 20 | STU-III | 493-5693 | | |
| 21 | Unclas fax | 493-5123 | | |
| 22 | NIPRNET | DMS (note) | **mailto:cp.42abw@maxwell.af.mil** | |
| 23 | SIPRNET | | **mailto:cp.42abw@maxwell.af.smil.mil** | |

*NOTE:*  Download DMS addresses from the address browser to the organizational e-mail address book.

**Figure 3.1.  Sample of OPREP-3 CRESCENT EDGE Report.**

This is (Originator) with a (Flash/Immediate), Unclassified OPREP-3 (BEELINE/PINNACLE) CRESCENT EDGE.

Report Number: XXX

1. Initiation Time (All Times in ZULU)

2. Initiated by (Name/Phone/Office Symbol from SAP unit)

3. Notify (Name/Phone/Office Symbol of program manager at AF or JCS level)

**Figure 3.2.  Information Guide for OPREP-3 Event/Incident Reporting.**

1. Name and location of unit submitting report.

2. Operation nickname or type of occurrence.

3. Mission identification number.

4. For FOLUP reports, reference to all previous reports.

5. Date, time, and location of event or incident.

6. Analysis of public relations factors involved and estimate of news media reaction.

7. Description of all known facts and circumstances:

    a. Include the following for events or incidents concerning aircraft, missiles, or satellites:

        (1) Serial number and type of aircraft, missile, or satellite.

        (2) Home Unit.

        (3) Home base.

        (4) Mission. (For aircraft, include point of departure and en route stops.)

        (5) Type of ordnance aboard.

        (6) Any known circumstances concerning the event/incident, or any factor which induced or contributed to an accident or combat loss.

        (7) Weather conditions at time and place of event or incident (aircraft only).

        (8) Estimate of casualties.

        (9) Names of VIP casualties involved (given independent of OPREP).

        (10) Estimate of property or equipment damage (Air Force, public, or private).

        (11) Security measures taken (i.e., number and type of personnel used as sentries, unit and base of assignment, etc.). If nuclear weapons are involved, include whether or not a national defense area was established according to AFI 31-101.

    b. When compromise or suspected compromise of classified information is involved that is not the result of espionage, include as much of the following as possible:

        (1) Description of material involved, including origin (agency and office of primary responsibility), date, subject, classification, category, special marking, etc.

(2) Identification of persons and activities involved.

(3) Summary of circumstances.

(4) Estimated extent of compromise.

(5) If Office of Special Investigations (OSI) assistance has been requested.

**Figure 3.3.  Communications/Computer Events Report Format and Content.**

1. Report Date/Time.

2. Date and time the incident occurred.

3. Date and time incident discovered and means of detection.

4. Name and classification of the exploited network/system. Include:

      a. Name of the system as accredited

      b. Network domain name and Internet Protocol (IP) address

      c. Description of hardware and operating system

      d. Highest classification of information processed

      e. Mission area/function of system

5. Description of the incident. Use as much detail as necessary to adequately describe the problem.

6. Impact on the affected organization's operations/mission.

7. Apparent source IP (if able).

**Figure 3.4.  Guide for SITREP Reporting for Military Support to Civil Authorities (MSCA).**

Include the following when commanders provide military support to civil authorities, regardless if an agreement is established or not:

1. Narrative statement on the type of disaster/emergency, location, cause, extent of damage to civil and military property, and estimated duration of military participation in relief operations. Include appropriate USAF or FEMA mission designator(s) in this section of SITREP.

2. Installation commander's assessment of situation priority

3. Source and date/time of civil authority's request for military assistance. Show full names, official titles, and phone numbers/e-mail addresses.

4. Number of dead, injured, and/or missing military and DOD civilian personnel.

5. USAF resources committed to disaster/emergency relief operations (not including aircraft) to include the following:

      a. Chronological narrative summary from the unit log to describe types of support and resources committed.

      b. Peak number of USAF personnel (military and civilian) employed in relief operations.

      c. Amount and types of equipment used in relief operations.

      d. Amount and types of supplies used in relief operations.

e. Name, rank, and telephone/e-mail/fax or unit POC.

f. State whether USAF Public Affairs personnel are assisting media.

6. USAF aircraft operations.

a. USAF aircraft (Active/Reserve/Guard).

(1). Type of missions. Number and types of aircraft flown to include number of sorties and hours flown. Include daily and cumulative totals.

(2). Total airlifted passengers, military and civilian. Include AFSC/MOS/Job Specialties.

(3). Total cargo by type and weight. Include number of cargo types.

b. Civil Air Patrol Aircraft.

(1). Types of missions. Number and types of aircraft flown to include number of sorties and hours flown. Include daily and cumulative totals.

(2). Total airlifted passengers, military and civilian. Include AFSC/MOS/Job Specialties.

(3). Total cargo by type and weight. Include number of cargo types.

(4). Number of CAP Fixed Communications Stations committed.

(5). Other CAP equipment committed by type and amount.

7. Remarks. Identify operational highlights, unusual actions or occurrences, or other events of interest to CSAF. Specifically describe CAP casualties or damages. Include date and time CAP support was terminated. Add MEA #3 (AFNSEP) as an action addressee on all MSCA SITREPs.

**Figure 3.5.  Active Duty Death Additional Information Format.**

1. Marital Status of member: Single / Married / Divorced / Separated.

2. Did the member have children? How many?

3. Where was the member found: On-base (housing / dormitory / work) / Off base

4. Who (if known) found the member?

5. Any records of previous problems?

6. For vehicle/motorcycle accidents:

a. Were seatbelts worn?

b. Is there evidence of alcohol use?

c. Was the member wearing a helmet?

7. What's the status of next-of-kin (NOK) notifications?

8. Any additional information known.

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**Figure 3.6. (Added-AETC)  Sample USMTF Record-Copy Formats (Initial, Corrected, and Exercise).**

UNCLAS

UNCLAS JOPREP JIFFY

MSGID/OPREP-3H/82TRW/001//

REF/A/TEL/82TRW/171815ZJUL03/001//

AMPN/INITIAL VOICE REPORT TO THE RCC//

FLAGWORD/HOMELINE/-//

TIMELOC/171745ZJUL03/SHEPPARD AFB/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/RULE H02/THE 82TRW COMMAND POST WAS NOTIFIED AT 171800ZJUL03, AND THE COMMANDER APPROVED THE VOICE REPORT AT 171810ZJUL03. A T-38, TAIL 66-3040, ASSIGNED TO THE 89 FTS, SHUT DOWN THE NUMBER TWO ENGINE DUE TO LOW OIL PRESSURE INDICATIONS. THE INCIDENT OCCURRED DURING A STUDENT CONTACT SORTIE. THE AIRCRAFT WAS AT 17000 MSL, 300 KIAS, AND THROTTLES AT MILITARY POWER. CREW NOTICED THE OIL PRESSURE GAUGE WAS AT ZERO, CREW SHUT DOWN THE NUMBER TWO ENGINE IAW CHECKLIST PROCEDURES DECLARED AN IFE AND LANDED UNEVENTFULLY.//

UNCLAS


UNCLAS

UNCLAS JOPREP JIFFY

MSGID/OPREP-3H/82TRW/001A//

REF/A/TEL/82TRW/171815ZJUL03/001//

REF/B/OPREP-3H/82TRW/1711825ZJUL03/001//

REF/C/TEL/82TRW/171910ZJUL03/001A//

NARR/REF A IS INITIAL VOICE REPORT TO RCC. REF B IS INITIAL OPREP-3H TO RCC. REF C IS VOICE REPORT TO RCC FOR CORRECTED COPY OPREP-3H //

FLAGWORD/HOMELINE/-//

TIMELOC/171745ZJUL03/SHEPPARD AFB/CORR//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/RULE H02/THE 82TRW COMMAND POST WAS NOTIFIED AT 171800ZJUL03, AND THE COMMANDER APPROVED THE VOICE REPORT AT 171810ZJUL03. A T-38, TAIL 66-3061, ASSIGNED TO THE 89 FTS, SHUT DOWN THE NUMBER TWO ENGINE DUE TO LOW OIL PRESSURE INDICATIONS. THE INCIDENT OCCURRED DURING A STUDENT CONTACT SORTIE. THE AIRCRAFT WAS AT 17000 MSL, 300 KIAS, AND THROTTLES AT MILITARY POWER. CREW NOTICED THE OIL PRESSURE GAUGE WAS AT ZERO, CREW SHUT DOWN THE NUMBER TWO ENGINE IAW CHECKLIST PROCEDURES DECLARED AN IFE AND LANDED UNEVENTFULLY.//

UNCLAS

UNCLAS

UNCLAS JOPREP JIFFY

MSGID/OPREP-3H/82TRW/001//

REF/A/TEL/82TRW/171815ZJUL03/001//

REF/B/OPREP-3H/82TRW/1711910ZJUL03/001//

NARR/REF A IS INITIAL VOICE REPORT TO THE RCC. REF B IS INITIAL OPREP-3H TO RCC//

FLAGWORD/HOMELINE/-//

TIMELOC/171745ZJUL03/SHEPPARD AFB/FINAL//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/RULE H02/THE 82TRW COMMAND POST WAS NOTIFIED AT 181800ZJUL03, AND THE COMMANDER APPROVED THE VOICE REPORT AT 181810ZJUL03. THE T-38, TAIL 66-3061, ASSIGNED TO THE 89 FTS, RECEIVED 20K IN ENGINE DAMAGE. MAINTANCE DETERMINED AIRCRAFT RECEIVED A BIRDSTRIKE IN THE NUMBER TWO ENGINE. AIRCRAFT WILL BE OPERATIONAL WITHIN FIVE DAYS.//

UNCLAS


UNCLAS


UNCLAS JOPREP JIFFY

EXER/SILVER ARROW 03//

MSGID/OPREP-3H/82TRW/001//

REF/A/TEL/82TRW/171815ZJUL03/001//

AMPN/ INITIALVOICE REPORT TO THE RCC//

FLAGWORD/HOMELINE/-//

TIMELOC/171745ZJUL03/SHEPPARD AFB/FINAL//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/RULE H02/THE 82TRW COMMAND POST WAS NOTIFIED AT 171800ZJUL03, AND THE COMMANDER APPROVED THE VOICE REPORT AT 171810ZJUL03. A T-38, TAIL 66-3061, ASSIGNED TO THE 89 FTS, SHUT DOWN THE NUMBER TWO ENGINE DUE TO LOW OIL PRESSURE INDICATIONS. THE INCIDENT OCCURRED DURING A STUDENT CONTACT SORTIE. THE AIRCRAFT WAS AT 17000 MSL, 300 KIAS, AND THROTTLES AT MILITARY POWER. CREW NOTICED THE OIL PRESSURE GAUGE WAS AT ZERO, CREW SHUT DOWN THE NUMBER TWO ENGINE IAW CHECKLIST PROCEDURES DECLARED AN IFE AND LANDED UNEVENTFULLY.//

UNCLAS

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**3.15. (Added-AETC)  ANG/AFRC Reports.** Send voice reports from nonmobilized ANG units to the ANG Operations Center (ANG/XOOSO). Send voice reports from nonmobilized AFRC units to HQ

AFRC/DOCR. HQ AFRC and ANG will include the RCC in the voice conference for BEELINE and PIN-NACLE reports. Include the RCC and HQ AETC/DOXC, as addressees on all DMS record-copy reports for all ANG and AFRC BEELINE and PINNACLE reports. ANG and AFRC CPs will provide a courtesy notification to the host wing CP on all HOMELINE reports.

**3.16. (Added-AETC)  AETC Daily Summary:**

3.16.1. (Added-AETC)  Units will send the RCC a summary of scheduled aerial events no later than 0100Z Friday for AETC assets that will take place Friday through Sunday. If Friday is a holiday, the report will be sent by 0100Z Thursday.

3.16.2. (Added-AETC)  The RCC will send a summary of significant events impacting command personnel, facilities, and resources to the AETC Commander and staff daily. Aerial events data will be included on the Friday morning report only. If Friday is a holiday, the aerial report will be sent on Thursday morning. Ensure the summary arrives no later than 0530 central time each duty day.

**3.17. (Added-AETC)  Special Reporting Requirements:**

3.17.1. (Added-AETC)  When reporting property or equipment damage, always attempt to include a cost estimate. If an estimate is unavailable during initial reporting, DO NOT delay submitting the initial report, but submit a followup or final report when the estimates are provided.

3.17.2. (Added-AETC)  The reporting unit is responsible for event or incident categorization (HOMELINE, BEELINE, or PINNACLE). In instances when an event or incident appears to fall under more than one category, report using the higher category.

## Chapter 4

## COMMANDER'S SITUATION REPORT (SITREP) (RCS: HAF-XOO(AR)7123)

**4.1.  Subject and Purpose.** To keep the Joint Staff, Services, and SECDEF apprised of existing political, military, and operational situations, and plans and to keep commanders advised of a units ability to meet requirements outlined in approved plans. Situation reporting will be accomplished for, but not limited to, the following:

   4.1.1.  Involvement in critical national or international situations.

   4.1.2.  Involvement in natural or manmade disasters and/or emergency relief efforts.

   4.1.3.  Significant operational deficiencies that affect mission readiness.

   4.1.4.  Other activities or operations to include Civilian Requests for Assistance (CRAs).

*NOTE:*  Critical or disastrous situations triggering national or Service level interest will be reported initially via the OPREP-3 PINNACLE or BEELINE reports. FOLUP or amplifying messages on such events/incidents will continue to be submitted as OPREP-3 messages as long as the situation warrants OPREP-3 type reporting.

**4.2.  Submitted By.** MAJCOMs as required by operations plans and directives, or higher headquarters. Air Force Component Commands (AFCCs), Air Force Component Commands (Forward), DRUs when participating in joint or special operations, and unit commanders.

**4.3.  Submitted To.** All SITREPs will be ACTION addressed to: AFOC WASHINGTON DC// Other addressees are prescribed by MAJCOM and/or theater Commander's direction. INFO address AFEOC FT DETRICK MD// (WHEN ACTIVATED)

**4.3. (AETC)  Submitted To.** Commander situation report (SITREP) procedures are thoroughly explained in **Chapter 4** of the basic AFI. However, contingency-unique imperatives may require changes to the submission format, to include special addressing instructions. Units will be notified of these modifications, via DMS message. During day-to-day operations (normal readiness), units will address the RCC, AETC CAT, HQ AETC/DOX, HQ AETC/DOXC, appropriate NAF or comparable level, and affected MAJCOM (if tenant unit information is included on all SITREPs).

   4.3.1.  Reports originated by Chief of Staff, USAF (CSAF):

      4.3.1.1.  At DEFCON 5 or 4:

         4.3.1.1.1.  Action: AIG 933

         4.3.1.1.2.  MAJCOMs

         4.3.1.1.3.  Info: AFPC RANDOLPH AFB TX//PRC/-DPWRC//

         4.3.1.1.4.  Additional addressees, as required/directed

      4.3.1.2.  At DEFCON 3, 2, or 1:

         4.3.1.2.1.  Action: AIG 934

         4.3.1.2.2.  MAJCOMs

4.3.1.2.3.  Info: Additional addressees, as required.

4.3.2.  Reports originated by MAJCOMs and DRUs:

Action: AFOC WASHINGTON DC//

Info: AFPC RANDOLPH AFB TX//PRC/DPWRC//

Additional addresses, as required/directed

4.3.3.  Reports originated by commanders of task forces or special operations and unit level commanders:

Action: Parent Joint Command

MAJCOMs

Info: AFPC RANDOLPH AFB TX //PRC/-DPWRC//

Additional addressees, as required/directed

**4.4.  Submission Timing.** Reports will be submitted daily, or more frequently if required, for the duration of the activity or operation. Unless specified otherwise by Combatant Commander directives, submit reports no later than 0200Z, reflecting data current as of 2359Z.

**4.4. (AETC)  Submission Timing.** Submit a daily SITREP report to HQ AETC no later than 2200Z with an as/of time of 2000Z. This suspense is not flexible and must be met. Submit major changes via secure means; no new report number is required.

**4.5.  Submission Precedence.** Submit reports via IMMEDIATE precedence for Automated Digital Network (AUTODIN) or Urgent precedence with Defense Messaging System (DMS) with classification appropriate for the message content. Continue to report during MINIMIZE unless directed otherwise by the implementing authority. This message may be submitted by voice or Global Command Control System (GCCS) when record AUTODIN or DMS transmission is not available.

**4.6.  Specific Reporting Instructions.** The SITREP is a narrative report. It keeps addressees informed and enables higher levels of command to prepare for potential effects of ongoing situations.

4.6.1.  Duplicate reporting is not desired; however, information available in another Joint Reporting Structure (JRS) report will be referenced to ensure operational impacts are noted.

4.6.2.  Any higher headquarters level in the reporting chain may direct additional reporting requirements. The Air Force Operations Group, in fulfilling the CSAF's Title 10 responsibilities, is authorized to request any necessary additional/amplifying information on past events, current operations, or planned actions. A quick response to requests for information from the AFOC, Air Force Crisis Action Team, or CSAF Presentation Division is required.

4.6.2. (AETC)  Include your current status on force protection condition (FPCON), information condition (INFOCON), and defense readiness condition (DEFCON).

4.6.3.  During peacetime military support to civil authorities operations and under hostile conditions such as terrorism, comply with **Figure 3.4.** and the daily reporting instruction timeline described in the supported Combatant Command's Execute Order. Include AFNSEP, Ft. McPherson, GA, (**Table 3.4.**, MEA #3) and the AFOC as addressees on the SITREP. At the end of military operations, submit

a summary SITREP to AFNSEP 1283 Anderson Way SW, Ft McPherson, GA 30330-1095, AF/XOOO, 1480 AF PENTAGON, WASHINGTON DC 20330-1480 and supported Combatant Command/J3 via military postal system. The information contained in **Figure 4.1.** should be included in the summary SITREP.

**4.7.  Report Content.** Air Force SITREPs will evaluate significant factors relating primarily to readiness, mobilization personnel, and logistics. Report content should highlight key activities and build on previous reports. Duplicating or including information to fill in the blank is not desirable. Brevity is paramount. The following is a list of subparagraphs from the USMTF formats, and will be used as applicable.

4.7.1.  Commander's Own Situation/Disposition/Status of Forces. Includes summary of significant unit mission readiness degradation, current deployments, and projected deployments and requirements.

4.7.2.  Situation Overview. A brief overall assessment of the situation, including circumstances or conditions that increase or materially detract from the capability and readiness of forces.

4.7.3.  Operations. A brief description and the results of operations carried out during the report period. Also include deviations and variations from previously reported intentions or plans. Include as a minimum: unit, location, aircraft/equipment status (Available/FMC/PMC/NMC), sorties scheduled, sorties flown, specific reasons for sortie cancellations and sorties scheduled for next 24 hours, unit/aircraft rotation plans/status, and any other items required by the AFOC.

4.7.4.  Intelligence/Reconnaissance. A brief overview of the situation in terms of operations, order of battle, capabilities, and threat changes. Reference any Spot Intelligence reports submitted in the past 24 hours.

4.7.5.  Logistics. A brief description of logistics sustainability by class of supply and/or critical items. Highlight significant deficiencies that are above the commanders capability to overcome in a timely manner.

4.7.6.  Communications Connectivity. Report significant outages, equipment deficiencies and incompatibilities.

4.7.7.  Personnel. Report factors affecting readiness of forces or units; mobilization status; battle casualties (i.e., killed in action, wounded in action, and missing in action); and the effect of casualties sustained.

4.7.8.  Significant Political/Military/or Diplomatic Events. Report events not reported by OPREP-3 PINNACLE or BEELINE but which could result in local, national, or international public reaction; civil unrest or indications of civil defense measures contemplated or implemented; and events affecting the attitudes, emotions, or behavior of the populous that could be used in developing psychological operations campaigns.

4.7.9. Commander's Evaluation. Summary of key points from individual paragraphs. Comments will provide an overall assessment and any individual comments keyed to forces as outlined in approved Execute Order/Deployment Order and Modifications to those orders. The information contained in **Figure 4.1.** should be included in the summary SITREP:

**Figure 4.1.  Guidance for Commander's Final SITREP.**

Commander's assessment of military operations and effectiveness

Photographs and video of military operations

Location and suspected cause of the disaster/emergency

All HQ USAF, Combatant Commanders, and FEMA mission designators assigned

Sources of requests for military assistance to include mailing addresses

Chronological summary of USAF and CAP actions, beginning with employment of forces and throughout relief operations to include type forces, equipment, and supplies used, together with aircraft operations including number and type aircraft, number of sorties, number of passengers and short tons moved, hours flown, and any other items requested by the AFOC.

Highlights of relief operations, outstanding performers, unusual actions or occurrences, or other events of interest for CSAF

Discussion of specific problem areas encountered and actions recommended precluding recurrence in the future

Summary of relief operations expenses requiring reimbursement

**Chapter 5**

**COMMUNICATIONS INSTRUCTIONS REPORTING VITAL INTELLIGENCE SIGHTINGS (CIRVIS)**

**5.1.  Subject and Purpose.** This report provides vital information to the security of the United States and Canada which, in the opinion of the observer, requires very urgent defensive action or investigation by the US and or Canadian Armed Forces.

**5.2.  Reference Materials.** NORAD Instruction 10-19.

**5.3.  Submitted By.** Any Air Force personnel.

**5.4.  Submitted To:**

5.4.1.  Airborne reports: US or Canadian military or civilian communications facility.

5.4.2.  Post-landing reports: Commander, North American Aerospace Defense Command (NORAD), Cheyenne Mt, Colorado, or HQ Northern NORAD Region, North Bay, Ontario, Canada, whichever is more convenient. If landing outside Canadian or US territories, submit reports through the nearest US or Canadian military or diplomatic representative.

**5.5.  When Submitted.** As soon as possible after the intelligence sighting.

**5.6.  How Submitted.** Reports are normally UNCLASSIFIED but handled as For Official Use Only.

5.6.1.  Use the most rapid means of transmission available. For airborne reports use the same procedures as for air traffic control. When pilots cannot establish contact with a ground station, make maximum effort to relay the report via other aircraft.

5.6.2.  To avoid delays while airborne, repeat the word CIRVIS three times before the message to preempt all other communications (except distress and urgency). If this fails to clear the frequencies, use the International Urgency Signal "PAN" spoken three times. For the ground relay of airborne reports or post-landing reports, use FLASH precedence.

5.6.3.  Transmit during MINIMIZE.

5.6.4.  Use the ESC C1 designator- Continue reporting, priority.

**5.7.  Reporting Instructions:**

5.7.1.  Facilities receiving CIRVIS reports will rapidly process and forward them as prescribed by NORAD Instruction 10-19.

5.7.2.  Report all unidentifiable, suspicious, or hostile traffic (land, aerospace, or seaborne) which, because of its nature, course, or actions, considered a threat to the security of the United States or Canada. Such reporting extends the early warning defense system for the United States and Canada. There are five types of CIRVIS reports:

5.7.2.1.  Issue initial CIRVIS reports while airborne (or as warranted, upon landing).

5.7.2.2.  Issue post-landing CIRVIS reports if airborne reports made.

5.7.2.3.  Issue follow-up CIRVIS reports by anyone with additional information about an earlier report (refer to the initial report).

5.7.2.4.  Issue cancellation CIRVIS reports once sightings are positively identified as friendly or determined it was erroneously reported.

5.7.2.5.  Submit evaluation CIRVIS reports to each addressee of the above CIRVIS reports. Promptly submit evaluation reports to keep all interested parties fully informed.

5.7.3.  Report the following specific sightings:

5.7.3.1.  Hostile or unidentified aircraft which appears directed against the United States, Canada, or their forces.

5.7.3.2.  Missiles.

5.7.3.3.  Unidentified flying objects.

5.7.3.4.  Hostile or unidentified military surface vessels or submarines.

5.7.3.5.  Any other individual surface vessels, submarines, or aircraft of unconventional design engaged in suspicious activity, observed in an unusual location, or on a course which may threaten the United States, Canada, or their forces.

5.7.3.6.  Any unexplained or unusual activity which may indicate a possible attack against or through Canada or the United States (includes the presence of any unidentified or suspicious ground parties in remote or sparsely populated areas, including the polar region).

5.7.3.7.  Unlisted airfields, facilities, weather stations, or air navigation aids.

5.7.4.  Make every effort to document sightings with as many photographs as possible. Send undeveloped film or prints and negatives, with a brief written report and other identifying information to the Director of Naval Intelligence, Department of the Navy, Washington, DC 20305. The Department of the Navy will process the film and return one copy of each print and a roll of new film to the individual.

5.7.5.  Use **Figure 5.1.** to gather and report specific sighting details.

**Figure 5.1.  Communications Instructions Reporting Vital Intelligence Sightings (CIRVIS).**

**GUIDE FOR CIRVIS REPORTING**

The CIRVIS report is a narrative report explaining the sighting. A specific format is not required. Provide as much specific detail as possible to aid decision makers in responding to the sighting. Include the following information if possible along with any other information, which may be significant:

1. CIRVIS report identification.

2. Identification of the object(s) sighted.

a. For identifiable objects, include number and identification of the aircraft, vessel, missile, or individuals seen.

b. For unidentifiable objects, give a description including shape, size (compared to a known object e.g., pea, silver dollar, baseball, basketball, fighter aircraft, or C-5), number and formation, any discernible features or details (e.g., color, trail or exhaust, sound).

c. Include any observed identification (e.g., insignia, lettering, flags).

3. The position of the object. Include the date and time (GMT) of the sighting. This can be indicated by any of the following methods:

a. Latitude and longitude.

b. Over a radio fix.

c. True bearing and distance from a radio fix.

d. Over a well-known or well-defined geographic point.

4. Description of the course of the object:

a. Altitude.

b. Direction of travel.

c. Speed.

d. Description of flight path and maneuvers.

e. What first called attention to the object.

f. Angle or elevation and azimuth when first observed.

g. How long was the object visible.

h. Angle or elevation and azimuth upon disappearance.

i. How did the object disappear.

5. Manner of observation.

a. State how observed: ground-visual, ground-electronic, air-visual, air-electronic. (If electronic, specify system).

b. Were optical aids (telescope, binoculars, etc.) used?

6. Conditions when sighting the object.

a. Location of observer. (Use latitude/longitude, a named geographic landmark, or other logical references.) If the sighting is made while airborne, include type of aircraft, identification number, altitude, heading, speed, and home station.

b. Light conditions (use one of the following terms: night, day, dawn, dusk).

c. Weather conditions (ceiling, visibility, clouds, thunderstorms, temperature, winds, etc.).

7. Interception or identification action taken (if feasible, complying with existing directives).

8. Location, approximate altitude, and general direction of flight of any air traffic or balloon releases in the area which could possibly account for the sighting.

9. Preliminary analysis of the possible cause of the sightings.

10. Existence of physical evidence, such as materials and photographs.

11. Name, organization, and means of contacting the reporting individual.

## Chapter 6

## AIRCREW/AIRCRAFT LOSS REPORT (LOSREP) (RCS: HAF-XOO(AR)7113)

**6.1. Subject and Purpose.** The LOSREP provides follow-on information (after an OPREP-3) on the loss of aircrews or aircraft. Submit the LOSREP for both combat and peacetime losses.

**6.2. Reference Materials.** Not used.

**6.3. Submitted By.** The unit with the operational or mission control of the lost aircrew and aircraft. (EXCEPTION: When a loss occurs while on temporary duty (TDY) in, or transiting through, an overseas geographical area, the overseas air commander submits the report.)

**6.4. Submitted To:**

    ACTION ADDRESSEES:

        CSAF WASHINGTON DC//

        AFOC WASHINGTON DC//

        MAJCOM Command Center        (Area of Operation where loss occurred)

        Parent MAJCOM Command Center   (Of the aircrew and aircraft)

    INFO ADDRESSEES:

        AFSA KIRTLAND AFB NM//

        AFEOC FT DETRICK MD (When Activated)

        AFPC RANDOLPH AFB TX//PRC/DPWCS//

        HQ USAF WASHINGTON DC//DPFJ//)

        ADDITIONAL ADDRESSEES AS REQUIRED

**6.5. When Submitted:**

6.5.1.  Transmit the initial LOSREP when an aircraft is determined to be damaged beyond repair or not later than three hours after the initial OPREP-3 reporting the loss.

6.5.2.  Submit follow-on reports as additional information becomes available or if the status of a loss changes.

6.5.3.  Conclude reporting with a final LOSREP summarizing all available information.

**6.6. How Submitted:**

6.6.1.  Classify according to content, using a minimum of SECRET for combat losses.

6.6.2.  Note the method of transmission is: Automatic Digital Network (AUTODIN), Defense Message System (DMS), or Defense Digital Network (DDN).

6.6.3.  Use the following Precedence for the type of report indicated:

6.6.3.1.  Initial report: IMMEDIATE.

6.6.3.2.  Follow-on reports: PRIORITY.

6.6.4.  Transmit during MINIMIZE.

6.6.5.  Use the ESC C1 designator - Continue reporting, priority.

**6.7.  Reporting Instructions:**

6.7.1.  Report the initial loss with an OPREP-3 Event/Incident Report.

6.7.2.  Use GENADMIN format in AFPAM 10-709 V1CD, providing information contained in **Figure 6.1.** and **Figure 6.2.**

6.7.3.  Indicate type of loss (i.e., combat, operational, or training).

6.7.4.  Reference the applicable OPREP-3 in the initial and follow-up LOSREPs.

6.7.5.  Reference the original LOSREP in follow-on reports.

6.7.6.  The LOSREP is an operational report, separate from the safety investigation reports of AFI 91-204, Investigating and Reporting Mishaps.

**Figure 6.1.  LOSREP Details.**

Information for Aircrew/Aircraft Loss Report (LOSREP)

A. Identify report type (initial, follow-on, or final).

B. Type loss (operational, combat, or training).

C. Aircraft identification:

C1. Model, design, and series (Report block numbers for F-16 aircraft).

C2. Serial number.

C3. Mission number.

C4. Call sign

C5. Operational base.

C6. Aircraft assignment (command, numbered air force, wing, squadron).

C7. Configuration.

C8. Aircraft damage assessment.

C9. Engine type.

C10. Engine cycles and aircraft total flight time.

C11. Recent MX.

C12. Engine damage assessment.

D. Time and location of loss. (GMT. Indicate location by latitude and longitude:

D1. Time and location when battle damage occurred (if applicable).

D2. Time and location when aircraft was downed, lost, or crashed.

D3. Coordinates and terrain.

D4. Training area range (Restricted area or MOA).

D5. Time over target (operational, combat, or training mission) if applicable.

E. Aircrew identification and status for each crewmember:

E1. Number of crewmembers / Number of passengers

E2. Name and crew position.

E3. Rank.

E4. SSN.

E5. Organization.

E6. Station. (Home and deployed base, if applicable.)

E7. Status. (Recovered, DUSTWUN, missing, ill, injured, or fatality.)

E8. Number of months, combat missions flown, in the combat zone.

E9. Pilot #1: Total flight time / Total flight time in mishap ACFT type / The 30/60/90-day flight hour totals.

E10. Pilot #1 Qualification (SP, FP, P, IP, EP, etc.).

E11. Pilot #2: Total flight time / Total flight time in mishap ACFT type / The 30/60/90-day flight hour totals.

E12. Pilot #2 Qualification (SP, FP, P, IP, EP, etc.).

F. Mission and target information:

F1. Type mission (close air support, strike, armed reconnaissance, etc.).

F2. Type target. If under Forward Air Controller (FAC) control, include FAC call sign.

F3. Target location by latitude and longitude.

F4. Target area weather, day or night. Include weather where aircraft was hit, if not over the target. If a night loss, state whether or not attack was made under flare light.

F5. Target area defenses. (Report actual defenses encountered.)

F6. Electronic warfare (EW) environment in target area.

F7. Formation / Position in formation (position in flight of aircraft and number of aircraft in flight; e.g., number 3 in flight of 4).

F8. Type of maneuvers at mishap occurrence.

F9. Bail-out altitude (Above ground level).

F10. Attempts to restart (Total numbers).

G. Tactics:

G1. Cause of loss (bird strike, aircraft malfunction, ground fire, missiles, etc.).

G2. Altitude above ground level when problem occurred.

G3. Aircraft attitude when problem occurred.

G4. Speed when problem occurred.

G5. Basic maneuver or type weapons delivered to include dive angle. Report pass number when problem occurred and previous passes on same target by other aircraft of same flight, or within previous 30 minutes by any aircraft.

G6. Effect of target area defense on tactics.

G7. Effect of target area weather on tactics.

G8. Effect of rules of engagement on tactics.

G9. Number and type weapons carried when problem occurred. Include number and type ECM pods carried and their status (operative or inoperative).

G10. Disposition of ordnance. Type ordnance being delivered when problem occurred, ordnance jettisoned, retained, etc.

G11. Relevant communications from crewmembers not recovered or from others in the area.


H. Rescue information:

H1. Ejection and chute information.

H2. Environment at rescue site (terrain, enemy activity, etc.).

H3. Agency directing search and rescue (SAR).

H4. SAR Forces/Unit

H5. Extent of SAR effort.

H6. Date and time (GMT) of successful SAR effort and Service accomplishing recovery.

H7. When and why SAR efforts terminated.

I. Weather.

I1. WX-Precipitation

I2. Ceiling / Cloud tops / Visibility

I3. Winds.

J. Crash Site.

J1. Collateral damage (Civilian/DoD).

J2. Site security / Unit securing the site.

K. Safety.

K1. Interim Safety Board President (Rank, full name, and duty title).

K2. Chief of Inspection Board (if applicable).

K3. Safety officer POC/DSN numbers

L. Remarks. Include a brief narrative or description of mishap and any other essential information not contained in report.

**Figure 6.2.  Sample LOSREP.**

SAMPLE LOSREP

(CLASSIFICATION) JOPREP JIFFY

MSGID/GENADMIN/1 FW/006//

SUBJ/LOSREP//

REF/A/OPREP-3P/1 FW/021840Z APR 01//

NARR/


A. INITIAL LOSREP.


B. COMBAT LOSS.


C. AIRCRAFT IDENTIFICATION.

C1. F15C.

C2. 85-0130.

C3. RF449G.

C4. WACO 41.

C5. DHAHRAN AIR BASE, SA.

C6. CENTAF, NA, 4404 CW, 71 FS.

C7. RJ26

C8. DESTROYED

C9. GE-100

C10. 3/600

C11. 15 JAN 01

C12. DESTROYED


D. TIME/LOCATION OF LOSS

D1. 021805Z APR 01 AT 29-00N 48-15W

D2. 021808Z APR 01 AT 28-40N 48-00W.

D3. 102.5N 350W/MOUNTIANS

D4. RESTRICTED AREA

D5. 021803Z APR 01.


E. AIRCREW IDENTIFICATION/STATUS

E1. 1/0

E2. DOE, JOHN J./AIRCRAFT COMMANDER.

E3. MAJOR.

E4. 123-45-6789FR.

E5. 71 FS.

E6. LANGLEY AIR FORCE BASE.

E7. RECOVERED, UNINJURED.

E8. 3 MONTHS/52 MISSIONS.

E9. 1000 / 700 / 15/32/47

E10. IP

E11. N/A

E12. N/A


F. MISSION/TARGET INFORMATION.

Fl. ARMED RECONNAISSANCE.

F2. COASTAL FREIGHTER - NOT UNDER FAC CONTROL.

F3. 29-30N 48-20W.

F4. SCATTERED CLOUDS AT 5000FT - 12 MILES VISIBILITY. NIGHT - FLARES NOT USED.

F5. AUTOMATIC WEAPONS/37MM CANNON ON BOARD FREIGHTER.

F6. NONE.

F7. NR 1 IN FLIGHT OF 4.

F8. SPLIT-S

F9. 1500 FT

F10. 0

G. TACTICS.

Gl. PROBABLE AUTOMATIC WEAPONS FIRE. HITS IN ENGINE AREA CAUSED FLAMEOUT APPROX 3 MINUTES AFTER HITS.

G2. APPROX 2000 FT.

G3. LEFT CLIMBING TURN.

G4. 450K.

G5. RECOVERING FROM STRAFING RUN AT 20 DEGREE DIVE ANGLE, PASS NR 2, NO PREVIOUS PASSES ON TARGET.

G6. NONE.

G7. NONE.

G8. NONE.

G9. 2,000 ROUNDS 20MM. NO ECM PODS.

G10. REMAINING ROUNDS CRASHED WITH AIRCRAFT

G11. N/A


H. RESCUE INFORMATION.

H1 GOOD EJECTION AND CHUTE.

H2. OPEN SEA -NO ENEMY ACTIVITY.

H3. CROWN AIRBORNE RESCUE COMMAND POST.

H4. 77RQS

H5. 1 MH-60 HELICOPTER FOR RECOVERY, 4 F-15 (CHICAGO FLT), FOR RESCAP.

H6. RECOVERY MADE AT 021838Z APR 92 BY USAF MH-60.

H7. N/A.


I. WEATHER.

I1. NONE

I2. SCT 10 OVC 1.5 MILES

I3. 280/10


J. CRASH SITE.

J1. NONE

J2. 43AEF/SF

K. Safety.

K1. Col John Doe 43AEF/CV

K2. N/A

K3. Capt Jeff Doe/ DSN 555-1452


L. REMARKS. WHILE RECONNING TARGET, PILOT FELT THUMP UNDER AFT SECTION.
NOTICED DROP IN HYD PRESSURE. FIRE WARNING LIGHT CAME ON. SMOKE IN COCKPIT
FORCED EJECTION.//
DECLAS/X4//

**PART 3**

**OPERATIONAL SUPPORT MONITORING REPORTS**

**Chapter 7**

**ITEMS OF SPECIAL INTEREST REPORT (RCS: HAF-IL (AR)7124)**

**7.1.  Subject and Purpose.** Items of Special Interest Report provides each headquarters, command, supporting agency, and base a means to manually report inventory and consumption data on special interest logistics items when they can not use automated systems. This report is for short-term contingencies, emergencies, or exercises. Use the Combat Supplies Management System for long-term reporting.

**7.2.  Reference Materials.** Not used.

**7.3.  Submitted By.** See **Table 7.1.**

**7.4.  Submitted To.** See **Table 7.1.**

**7.5.  When Submitted.** As directed by HQ USAF/ILGC or AF CAT/A-4. MAJCOMs and NAFs may implement this report to support a contingency or exercise. Notify HQ USAF/ILGC upon implementation.

*NOTE:*  Be prepared to change items reported and item designations if HQ USAF/ILGC or AF CAT/A-4 implements Items of Special Interest Report. The headquarters, which initiates the report, will terminate it.

**7.6.  How Submitted:**

7.6.1.  Transmit reports via AUTODIN or DSN. The report format, with base and item designator and corresponding columns, permits nonsecure telephone communications as a last resort. Do not refer to bases or items by name.

7.6.2.  Note that HQ USAF/ILGC or AF CAT/A-4 will provide implementing instructions based on contingency and/or exercise requirements.

7.6.3.  Transmit during MINIMIZE.

7.6.4.  Use GENADMIN message format according to AFPAM 10-709, Volume 1.

7.6.5.  Use the ESC C1 designator - Continue reporting, priority.

**7.7.  Reporting Instructions.**

7.7.1.  Implementing instructions must state the following:

7.7.1.1.  Reporting commands and agencies.

7.7.1.2.  Report recipients.

7.7.1.3.  Reporting method.

7.7.1.4.  Report classification.

7.7.1.5.  Base designator (numerical designator assigned by ILGC or AF CAT/A-4).

7.7.1.6.  Items reported (ILGC or AF CAT/A-4 assigned item designator).

7.7.1.7.  Report timing.

7.7.1.8.  How often to submit the report.

7.7.1.9.  As of time.

7.7.1.10.  Report not later than time.

7.7.2.  Use six columns for this report. Designated columns as follows:

7.7.2.1.  A, Beginning balance.

7.7.2.2.  B, Receipts.

7.7.2.3.  C, Expenditures (consumed).

7.7.2.4.  D, Shipped.

7.7.2.5.  E, Ending balance.

7.7.2.6.  F, Remarks.

7.7.3.  Inform HQ USAF/ILGC or AF CAT/A-4 at once of any actual or suspected item designator compromise.

**Table 7.1. Items Of Special Interest Reporting Guidance.**

| Submitted By: | Submitted To: | When Submitted: | Actions: |
|---|---|---|---|
| Unit Commanders | Intermediate Commands//ILGS// | When directed | |
| Intermediate Commanders | Parent MAJCOMs//ILGS// | | Submit consolidated report |
| MAJCOMs | HQ USAF WASHINGTON DC// ILGC/ILGP// | | |
| CONUS NORAD Region (CONR) Units | 1 AF TYNDALL AFB FL//ILX/ ILMW//Info: Sector | | See Oplan 3000 Series |
| CONR Battle Staffs | HQ ACC LANGLEY AFB VA// ILGS// | | |
| HQ ACC | Action: HQ USAF WASHINGTON DC// ILGC//Info: NORAD PETERSON AFB//CO//J4//Info: 1 AF TYNDALL AFB FL// ILMW// | | Submit consolidated reports |
| NORAD Units deployed to Canadian region (CANR) | 1 AF TYNDALL AFB FL//ILX/ ILMW//Info: Sector and Home Station | Before Oplan 3000 execution | |
| NORAD Units deployed to Canadian region (CANR) | HQ ACC LANGLEY AFB VA// ILXX//Info: 1 AF Tyndall AFB FL//ILX/ ILMW//Info: CANR and HOME STATION | After Oplan 3000 execution | |
| NORAD Units Deployed to Alaskan Region (ANR) | Parent Command//ILXX//Info: 1 AF Tyndall AFB FL//ILX/ ILMW// | Before Oplan 3000 execution | |
| | 11 AF Elmendorf AFB AK//ILXX// | After Oplan 3000 execution | |

## Chapter 8

### BULK PETROLEUM CONTINGENCY REPORT (REPOL) (RCS: NOT REQUIRED)
*(HQ USAF/ILGP POC: DSN: 227-2369)*

**8.1.  Subject and Purpose.** This report provides the Joint Staff, Military Services, and Defense Energy Support Center (DESC) with summary information on bulk petroleum inventories, damage assessment for bulk petroleum distribution systems, and other strategic information pertaining to bulk petroleum support posture.

**8.2.  Reference Materials.** CJCSM 3150.14A, Joint Reporting Structure (JRS) - Logistics, Department of Defense Manual 4140.25-M, DOD Management of Bulk Petroleum Products, Natural Gas, and Coal, Volume II, and AFI 23-201, Fuels Management.

**8.3.  Submitted By:**

8.3.1.  The Joint Petroleum Offices (JPOS) in US Atlantic Command (USACOM), US European Command (USEUCOM), US Pacific (USPACOM), US Southern Command (USSOUTHCOM), and US Central Command (USCENTCOM).

8.3.2.  The Department of the Air Force, or its designee, will submit REPOL reports on essential CONUS base petroleum facilities when requested by the Joint Staff.

8.3.3.  DESC will be responsible for submitting REPOL reports for stocks reported by CONUS Defense Fuel Regions.

**8.4.  Submitted To.** The address indicator group (AIG) 935.

**8.5.  When Submitted.**

8.5.1.  When directed by the Joint Staff.

8.5.2.  When considered appropriate by reporting commanders.

8.5.3.  Once reporting begins, REPOL will be forwarded every 48 hours unless otherwise directed by the Joint Staff.

**8.6.  How Submitted.**

8.6.1.  Classify according to content.

8.6.2.  Transmit by message, classified e-mail, or FAX.

8.6.3.  Use IMMEDIATE precedence.

8.6.4.  Transmit during MINIMIZE.

**8.7.  Reporting Instructions.** CJCSM 3150.14A contains additional information.

## Chapter 9

## LOGISTICS FEASIBILITY ANALYSIS CAPABILITY (LOGFAC) (RCS: HAF-ILX(A)8001)

**9.1. Subject and Purpose.** Provides data on war consumables (munitions; tanks, racks, adapters, and pylons (TRAP); chaff; guns and gun barrels; etc.) necessary for calculating wartime requirements and to answer "what if" questions on the support of forces during crisis or planning situations.

**9.2. Reference Materials:** LOGFAC End Users Manual

**9.3. Submitted By:** MAJCOMs

**9.4. Submitted To:**

Action: HQ ACC LANGLEY AFB VA//LGXW//

Info:HQ USAF WASHINGTON DC//ILGV//

**9.5. When Submitted.** Submit changes as they occur. Review and update files annually according to table 11.1

**9.6. How Submitted:**

    9.6.1.  Classify according to content.

    9.6.2.  Transmit using GCCS File Transfer Protocol (FTP).

**9.7. Reporting Instructions.** Transmit during MINIMIZE.

**Table 9.1.  LOGFAC Report Submission Matrix.**

| Send Report File | MAJCOM TO ACC | ACC TO HQ USAF |
|---|---|---|
| WARCONFAC | 22 July | 18 July |
| BASX | 15 March | 17 March |
| DODX | 15 April | 17 April |
| Base Pseudo Code | N/A | 17 March |
| PARTS | 28 June | 30 June |
| WCDO | 28 June | 30 June |
| Create Report File | HQ USAF/XOXW | HQ USAF TO MAJCOM |
| MISP | 15 March | 17 March |
| Create Report File | HQ AFMC/XP-AO | HQ AFMC to MAJCOM |
| AFMC EQUIPMENT | 15 March | 17 March |

## Chapter 10

## MEDICAL REPORT FOR EMERGENCIES, DISASTERS AND CONTINGENCIES (MEDRED-C) (RCS: HAF-SGH(AR)8602)

**10.1. Subject and Purpose.** Provides information on USAF Medical Service units' operational readiness status, availability, and or patient care activities for units alerted for contingency operations (actual, exercise, or simulation). Reports apply to medical units influenced by unusual occurrences (e.g., natural disasters or other emergencies).

**10.2. References Material.** AFI 41-106, *Medical Readiness Planning and Training*.

**10.3. Submitted By.** Medical units (including component medical commanders) with or without air transportable clinic equipment packages.

**10.4. Submitted To:**

ACTION ADDRESSEES:

Unit's Parent MAJCOM//SG/CAT//

Gaining MAJCOM// SG/CAT//

INFORMATION ADDRESSEES:

HQ USAF WASHINGTON DC//SGXR//

HQ WASHINGTON DC//MPRC//

AFEOC FT DETRICK //SG//

MAJCOM Alternate HQ

Other addressees as determined by parent and/or gaining MAJCOM contingency reporting

**10.5. When Submitted:**

10.5.1.  Section A (Status Change) (See figure 12.1.).

10.5.1.1.  Immediately, but not later than 2 hours after receiving an alert order, a declaration of change in DEFCON, or a subsequent change in alert status.

10.5.1.2.  As necessary, to provide a status report on completed actions under a previously declared stage of alert.

10.5.1.3.  As directed, by higher headquarters or as dictated by actions required by a particular stage of alert.

10.5.1.4.  When a natural disaster or other emergency (e.g., tornado, terrorist bombing, civil disturbance, fire) affects a medical unit's normal operations.

10.5.2.  Section B (Deployment). The unit's parent fixed facility submits the report after deployment of a mobility unit or asset. Units without mobility missions do not submit Section B.

10.5.3.  Section C (Employment Status):

10.5.3.1.  Once operational at employment location.

10.5.3.2.  Daily as of 2359 local.

10.5.3.3.  Upon a change of 25 percent in any element of the original report.

10.5.3.4.  Update status when appropriate or as required. If the medical unit comes under the influence of an unusual occurrence such as a natural disaster, fire, or bomb explosion. Continue reporting daily until higher headquarters directs.

**10.6.  How Submitted:**

10.6.1.  Classify according to content. Mark unclassified reports "FOR OFFICIAL USE ONLY" and transmit Encrypt for Transmission Only (E F T O).

10.6.2.  Transmit via AUTODIN.

10.6.3.  Transmit during MINIMIZE.

10.6.4.  Use the ESC C1 designator - Continue reporting, priority.

**10.7.  Reporting Instructions.** Report each item as a separate line.

**Figure 10.1.  MEDRED-C Details.**

<div align="center">

**GUIDE FOR MEDRED-C REPORTING**

</div>

**Section A--(Status Change Section)**

1. Line A1: Nature and effective date and time of status change.

2. Line A2: Number, name, and location of parent fixed facility and geographical location from which the alerted unit, flight, or element will deploy.

3. Line A3: Identity of facility alerted and/or unit type code (UTC) alerted for deployment.

4. Line A4: Planned employment location and estimated time of arrival (ETA).

5. Line A5: Identification of appropriate OPLAN, disaster or Contingency Plan (CONPLAN), or operation name.

6. Line A6: Narrative Remarks. Provide as complete a description of the situation and mission to be per-formed as possible.

**Example: Section A--Report**

(CLASSIFICATION)/JOPREP JIFFY/OPERATION (OR EXERCISE) NAME

SUBJ: MEDRED-C, SECTION A REPORT

A1. DEPLOYMENT ALERT EFFECTIVE 051500Z APR 92.

A2.

A2. 59 MW, LACKLAND AFB TX

A3.

A3. EMEDS BASIC: UTCS FFMFS, FFGL2, FFGL3, FFEP1,FFEP2, FFDAB, FFEP6

A4. RAF MILDENHALL, UK, ETA: 081200Z APR 92.

A5. USAFE OPLAN 100-75, EAST ANGLIA EARTHQUAKE.

A6. MISSION TO PROVIDE MEDICAL ASSISTANCE TO CASUALTIES IN DISASTER AREA.


**Section B--(Deployment Section)**

1. Line B1: Number, name, and location of parent fixed facility and geographical location from which the alerted unit, flight, or element was deployed.

2. Line B2: Identify of unit and UTCs deployed.

3. Line B3: Planned employment location of deploying unit and ETA.

4. Line B4: Identification of OPLAN, CONPLAN, disaster plan, or operation name.

6. Line B6: Narrative Remarks. Make a general assessment of the situation including any deviation from information reported in previous messages or in the normal composition or size of deployed element.

Identify anticipated limiting factors.


**Example: Section B--Report**

(CLASSIFICATION)/JOPREP JIFFY/OPERATION (OR EXERCISE) NAME

SUBJ: MEDRED-C, SECTION B REPORT


B1. 59 MW, LACKLAND AFB TX

B2. EMEDS BASIC: UTCS FFMFS, FFGL2, FFGL3, FFEP1,FFEP2, FFDAB, FFEP6

B3. RAF MILDENHALL, UK, ETA: 081200Z APR 92.

B4. USAFE 100-75, EAST ANGLIA EARTHQUAKE.

B5. UNIT DEPLOYED 071300Z APR 92.

B6. UNIT TO SUPPORT EAST ANGLIA EARTHQUAKE VICTIMS. UNIT DEPLOYED SHORT TWO AFSC 90250s AND ONE AFSC 9736. HAVE REQUESTED PERSONNEL TO COVER SHORT-FALLS THROUGH PERSONNEL CHANNELS.


**Section C--(Employment Status and Workload Section)**

1. Line C1: Identity and type of unit.

2. Line C2: Report the exact employment location giving the name of the town, military site, state, country, etc.. If not known, indicate distance and direction from nearest town or city.

3. Line C3: Report the time (GMT) and the date the unit attained operational capability.

4. Line C4: Enter total number of physicians present for duty. Enter a slash (/) followed by the total of other medical personnel present for duty.

5. Line C5: Patient Workload Data - Since Last Report. Enter numbers and slashes, as indicated below based on the type of facility:

a. For Second Echelon Medical Treatment Units (2E), Squadron Medical Elements with or without Air Transportable Clinics (ATC), and Clinics (including Residual Medical Clinics): Number returned to duty (RTD), transferred, or expired since last report followed by a double slash (//) and cumulative totals for each category to date. Use a single slash (/) between each category: Example: Medical unit workload was 10 patients RTD/3 patients transferred/2 expired//20 RTD total/34 total transferred/5 total expired. The entry would appear as: *C5. 10/3/2//20/34/5.*

b. For Contingency Hospitals, CONUS Casualty Reception Hospitals (CRH), Air Transportable Hospitals (ATH), Air Force Theater Hospitals (AFTH), Convalescent Care Centers and CONUS Hospitals with expansion bed missions: Beds avail-able, beds Occupied, number admitted, returned to duty, transferred, or expired since last report followed by a double slash (//) Patients Admitted, Returned to Duty, Trans-ferred, and Expired to date. Use single slash (/) between each category. Example: Medical unit had 11 beds available/29 beds occupied/12 patients admitted/48 patients RTD/0 patients transferred/8 patients expired//35 total admissions to date/84 patients total RTD/20 total patients transfers/23total patients expired. The entry would appear as: *C5. 11/29/12/48/0/8//35/84/20/23.* transferred-in//45 total trans-fers-out/215 total transfers-in. The entry would appear as: *C5. 250/98/20/60//45/215.*

6. Line C6: Patient Evacuation Summary. For aeromedical staging units, medical facilities operating hold-ing beds for aeromedical evacuation, and aeromedical evacuation control centers (AECC) only. All others will indicate N/A.

a. Evacuated within theater and evacuated to CONUS since last report. Each category is broken down into litter and ambulatory figures using a single slash (/). Use a semi-colon (;) to separate the categories of evacuated within theater from evacuated to CONUS and follow with a double slash (//). Following the (//) provide cumulative figures for each category to date. Example: Medical unit reports 100 litter/500 ambulatory patients evacuated within theater; 98 litter/600 ambulatory patients evacuated to CONUS// 198 total litter/900 total ambulatory patients evacuated within theater; 500 total litter/1000 total ambula-tory patients evacuated to CONUS. The entry would appear as:
*C6A. 100/500; 98/600//198/900; 500/1000.*

b. Awaiting evacuation within theater and awaiting evacuation to CONUS since last report. Each category is broken down into litter and ambulatory figures using a single slash (/). Use a semi-colon (;) to separate awaiting evacuation within theater from awaiting evacuation to CONUS. Example: Medical unit reports 230 patients awaiting evacuation within theater, (175litter/55 ambulatory); 145 patients awaiting evacua-tion to CONUS ( 120 litter/25 ambulatory). The entry would appear as: *C6B. 175/55; 120/25.*

7. Line C7: Medical Materiel Data. Report only War Reserve Materiel (WRM) stocks (by WRM alphabet-ical code) that have changed in materiel capability since previous submission of RCS: HAF-SG(SA)7131, WRM Medical Stock Status Report. Use project codes authorized by AFM 300-4, Volume III, ADE ME-178-1X. Follow each line entry by a numerical index from 0 to 100 to denote the percentage of mate-riel operationally ready.

8. Line C8: Facilities Status. Using a numerical index from 0 to 100, enter a percentage figure which represents usability of the facility. Consider loss of utilities, as well as physical plant.

9. Line C9: Narrative Remarks. Include:

      a. Commander's assessment of significant operational constraints.

      b. Limiting factors which adversely affect mission accomplishment.

      c. Include Date Time Group of messages/requests generated to effect emergency actions such as replacement of personnel, materiel resupply, and blood resupply.

10. Line C10: Use only to indicate a final report.

**Example: Section C--Report**

(CLASSIFICATION)/JOPREP JIFFY/OPERATION (OR EXERCISE) NAME

SUBJ: MEDRED-C, SECTION C REPORT


C1. 320<sup>th</sup> AIR EXPEDITIONARY GROUP, MEDICAL FLIGHT

C2. ESKAN VILLAGE, RIYADH, KINGDOM OF SAUDI ARABIA

C3. OBTAINED OPERATIONAL CAPABILITY 0800 GMT ON 8 DEC 00.

C4. 1/25 (ONE BOARD CERTIFIED EMERGENCY MEDICINE PHYSICIAN AND ONE

    PHYSICIAN ASSISTANT - IN ADDITION ONE AIR FORCE DENTAL OFFICER IS

    ASSIGNED). CURRENTLY AUGMENTING THE 320 AEG/EMF ARE ONE US

    ARMY PHYSICIAN, ONE US ARMY PHYSICIAN ASSISTANT, AND ONE US

    ARMY DENTAL OFFICER.

C5. 93/0/0//510/0/0 CUMULATIVE DATA IS FROM 6 DEC 00 THROUGH 9 JAN 01. WEEKLY DATA IS FROM 3 JAN 01 THROUGH 9 JAN 01

C6. N/A (*Only for Aeromedical evacuation units, e.g. ASF, facilities with holding beds for AE, etc.*)

C7. 66 DOSES OF ANTHRAX

C8. 100

C9. NARRATIVE REMARKS:

C10. (Use only to indicate a final report)

_____

**10.8.  Waivers.** Waiver authority to change format or combined MEDRED-C data is an overall (combined) wing/group Situational Report (SITREP) is units MAJCOM. If waiver is granted for MEDRED-C data to be combined in the wing/group SITREP, all addressees listed in 12.4. must be forwarded a copy.

**10.9. (Added-AETC)  Form Adopted. AETC Form 706.**

RONALD E. KEYS,   Lt General, USAF
DCS/Air and Space Operations

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

*AFPD 10-2, Readiness*

INSTRUCTIONS

AFI 10-201, *Status of Resources and Training System (SORTS)*

AFI 10-401, *Operation Plan and Concept Plan Development and Implementation*

AFI 10-802, *Military Support to Civil Authority*

AFI 10-803, *Military Support to Civil Authorities*

AFI 16-701*, Special Access Programs*

AFI 21-102, *Depot Maintenance Management*

AFI 23-201, *Fuels Management*

AFI 25-101, *War Reserve Material (WRM) Program, Guidance and Procedures*

AFI 31-401, *Information Security Program Management*

AFI 32-4001, *Disaster Preparedness Planning and Operations*

AFI 37-124, *Management and Control of Information Reports Requirements*

AFI 41-106, *Medical Readiness Planning and Training*

AFI 91-204, *Investigating and Reporting Mishaps*

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AFPAM 10-709

*Abbreviations and Acronyms*

**ACC**—Air Combat Command

**AFEOC**—Air Force Emergency Operations Center

**AFMC**—Air Force Materiel Command

**AFNSEP**—Air Force National Security Emergency Preparedness

**AFOREPS**—Air Force Operational Reporting System

**AFOC**—Air Force Operations Center

**AFRC**—Air Force Reserve Command

**AFSA**—Air Force Safety Agency

**AMC**—Air Mobility Command

**AMREP**—Aircraft/Missile Maintenance Compression Report

**ANG**—Air National Guard

**AOR**—Area of Responsibility

**ARC**—Air Reserve Component

**AUTODIN**—Automated Digital Network

**CAP**—Civil Air Patrol

**CAT**—Crisis Action Team

**CHOP**—Change of Operational Control

**CJCSM**—Chairman, Joint Chiefs of Staff Manual

**CMSAF**—Chief Master Sergeant of the Air Force

**CONPlan**—Concept Plan

**CONR**—CONUS NORAD Region

**CONUS**—Continental United States

**COOP**—Continuity of Operations

**CPX**—Command Post Exercise

**CSAF**—Chief of Staff, USAF

**DAF**—Department of the Air Force

**DBOF-T**—Defense Budget Operating Fund Transportation

**DCAPES**—Deliberate Crisis Action Planning and Execution Segment

**DEFCON**—Defense Readiness Condition

**DIN**—Disaster Identification Number

**DoD**—Department of Defense

**DRU**—Direct Reporting Unit

**DUSTWUN**—Duty Status Whereabouts Unknown

**ESC**—Emergency Status Codes

**FPCON**—Force Protection Condition

**FOA**—Field Operating Agency

**GCCS**—Global Command Control System

**GENADMIN**—General Administration

**GENTEXT**—General Text

**GO**—General Officer

**INFOCON**—Information Condition

**JANAP**—Joint Army, Navy, Air Force Publication

**JCS**—Joint Chiefs of Staff

**JOPREP JIFFY**—Flagword identifying electrically transmitted command post to command post messages

**LERTCON**—Alert Condition

**LOGDET**—Logistics Force Packaging Subsystem

**LOGMOD**—Logistics Module Major Command (M), Base Level (B)

**LOSREP**—Aircrew/Aircraft Loss Report

**LRC**—Logistics Readiness Center

**MAJCOM**—Major Command

**MANFOR**—Manpower Force Packaging Subsystem

**MANPER**—Manpower and Personnel System, MANPERH/F (HQ USAF), M (MAJCOM), I (INTERMEDIATE), B (BASE)

**MD**—Mission Designator

**MEDREDC**—Medical Report for Emergencies, Disasters, and Contingencies

**MPF**—Military Personnel Flight

**MPRC**—Manpower and Personnel Readiness Center

**NAF**—Numbered Air Force

**NMCC**—National Military Command Center

**NSN**—National Stock Number

**OPLAN**—Operation Plan

**OPREP3**—Operational Event/Incident Report

**RCS**—Reports Control Symbol

**REPOL**—Bulk Petroleum Contingency Report

**SAP**—Special Access Programs

**SITREP**—Commander's Situation Report

**SORTS**—Status of Resources and Training System

**SSN**—Social Security Number

**SSO**—Special Security Office

**TEMPEST RAPID**—Employment of Military Resources in Natural Disaster Emergencies within CONUS, Puerto Rico, Virgin Islands, PACAF AOR, Alaska, and Hawaii

**TDY**—Temporary Duty

**UTC**—Unit Type Code

**Attachment 1 (AETC)**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

CJCSM 3150.03A, *Joint Reporting Structure Event and Incident Reports*

DoD 5200.1-R, *Information Security Program*

AFI 10-229, *Responding to Severe Weather Events*

AFPAM 10-709, Volume 1. ***NOTE:*** This pamphlet is available on the *United States Message Text Format (USMTF) User Formats CD-ROM 2003 Baseline at the following Web site:* **http://usmtf.disa.mil/**.

AFI 33-119, *Electronic Mail (E-Mail) Management and Use*

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFI 33-332, *Air Force Privacy Act Program*

AFMAN 37-139, *Records Disposition Schedule*

*Abbreviations and Acronyms*

**AFRS**—Air Force Recruiting Service

**AFSC**—Air Force specialty code

**CP**—command post

**DMS**—Defense Messaging System

**DTG**—date-time group

**GSU**—geographically separated unit

**MOS**—military occupational series

**MSCA**—military support to civil authorities

**OPREP**—operational report

**POC**—point of contact

**RCC**—Randolph Command Center

**USMTF**—United States message text format

**Attachment 2 (Added-AETC)**

**SAMPLE FORMAT FOR AETC FORM 706, COMMAND POST CHECKLIST**

| **COMMAND POST CHECKLIST** | CLASSIFICATION<br>UNCLASSIFIED |
|---|---|

TITLE
OPREP-3 VOICE TEMPLATE

(ADDRESSEE) _____ THIS IS (ORIGINATOR) _____WITH AN OPREP-3 HOMELINE/

BEELINE/PINNACLE  (CIRCLE TYPE OF REPORT)

FLASH   IMMEDIATE   (CIRCLE PRECEDENCE OF MESSAGE)

TOP SECRET/SECRET/CONFIDENTIAL/UNCLASSIFIED  (CIRCLE PRECEDENCE OF MESSAGE)

LINE 1 (OR) SERIAL NUMBER _____ (BASE AND REPORT NUMBER ASSIGNED TO THIS REPORT)

LINE 2 (OR) INCIDENT _____ (INCIDENT AND LOCATION)

LINE 3 (OR) NARRATIVE _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

LINE 4 (OR) TIME _____ (DTG OF INCIDENT)

LINE 5 (OR) AUTHENTICATION _____ (WHEN APPLICABLE)

INITIALS:  NMCC/_____   AFOC/_____   RCC/_____   UNIT/_____

| CLASSIFICATION | REFERENCE | OPR | DATE |
|---|---|---|---|
| UNCLASSIFIED | AFI 10-206 | HQ AETC | 20030728 |

**AETC FORM  706, 19930901** *(IMT-V1)*      PREVIOUS EDITION IS OBSOLETE.